

METODOLOGY

**FOR PREPARATION, ORGANIZATION AND TAKING THE 2013 CENSUS OF
POPULATION, HOUSEHOLDS AND DWELLINGS IN BOSNIA AND HERZEGOVINA**

CONTENTS

FOREWORD	5
LAW ON CENSUS OF POPULATION, HOUSEHOLDS AND DWELLINGS IN BOSNIA AND HERZEGOVINA IN 2013	6
LAW ON CHANGES TO LAW ON CENSUS OF POPULATION, HOUSEHOLDS AND DWELLINGS IN BOSNIA AND HERZEGOVINA IN 2013	26
I GENERAL PART.....	28
1. CENSUS OBJECTIVES	28
1.1. Long-term objectives.....	28
1.2. Short-term objectives	28
2. ENUMERATION UNITS	29
2.1. Residents (Persons).....	29
2.2. Households	29
2.3. Dwelling units.....	29
3. CENSUS CRITICAL MOMENT.....	30
4. TIME AND DURATION OF ENUMERATION.....	30
5. CENSUS TAKING METHOD AND DATA COLLECTION INSTRUMENTS.....	31
6. LANGUAGE AND SCRIPT OF ENUMERATION	31
7. PROTECTION OF PERSONAL DATA	31
8. RESPONSIBILITIES OF CITIZENS	31
9. ACCESS TO PERSONAL QUESTIONNAIRE	32
10. PRIOR ENUMERATION OF PERSONS DEFINED BY THE ARTICLES 32, 33 AND 34 OF THE LAW ON CENSUS OF POPULATION, HOUSEHOLDS AND DWELLINGS IN BIH IN 2013.....	32
10.1. Prior enumeration	32
10.2. Time and duration of prior enumeration.....	33
10.3. Census forms for prior enumeration.....	33
10.4. Delivery of prior enumerated census forms.....	34
11. PROCEDURES RELATED TO PRIOR ENUMERATED CENSUS FORMS.....	34
12. ENUMERATION OF PERSONS WHO LEAVE THE SETTLEMENT DURING THE CENSUS ENUMERATION PERIOD (1-15 OCTOBER).....	35
13. ENUMERATION OF PERSONS WHO LIVE ABROAD	35

14. CONTROL OF COVERAGE AND QUALITY OF CENSUS DATA	36
II ORGANIZATION AND CENEUS TAKING	36
1. CENSUS TAKING AUTHORITIES/BODIES	36
1.1. Cantonal Census Commissions	36
1.2. Local Self-Management Census Commissions (LSMCCs).....	39
1.3. State and entity instructors	47
1.4. Direct census staff	52
2. SELECTION AND APPOINTMENT OF STATE/ENITY INSTRUCTORS, LSMCC MEMBERS, CCC MEMBERS AND DIRECT CENSUS STAFF	61
3. TRAINING OF CENSUS STAFF	61
4. ENUMERATION FORMS	62
5. COMPLETION OF TASKS BY CENSUS AUTHORITIES/BODIES.....	65
6. CALENDAR OF ACTIVITIES TO IMPLEMENT THE CENSUS- RELATED BASIC TASKS	66
III INSTRUCTION MANUAL FOR ENUMERATION.....	67
1. WORK OF ENUMERATOR	67
1.1. Tasks of enumerator BEFORE ENUMERATION.....	68
1.2. Tasks of enumerator DURING ENUMERATION.....	69
1.3. Tasks of enumerator AFTER ENUMERATION	71
2. WHAT ENUMERATOR SHALL DEFINE BEFORE COMPILING THE CENSUS FORMS	72
3. ORDER OF FORMS TO BE COMPILED	72
4. CONTROL BOOK (P-3 FORM).....	73
4.1. What is the Control Book used for?.....	73
4.2. First results for the enumeration area	74
4.3. List of addresses, enumeration units and summary of results by households	74
4.4. Calculation of summary row in the “List of addresses, enumerated units and review of results by households “	93
4.5. Preparation of the first results for enumeration area.....	94
5. HOW TO WRITE ANSWERS AND CORRECT MISTAKES ON THE P1 AND P2 FORMS	96
6. QUESTIONNAIRE FOR HOUSEHOLD AND DWELLING UNIT (P-2 form).....	102
6.1 When to fill in the complete P-2 form, and when only data on housing unit and/or on household:.....	102
6.2 Compilation of identification and address data.....	104
6.3 How to fill in data in the part “List of persons”	106
6.4 How to fill in data in the part „Data on a housing unit “	113

6.5	How to fill in data in the part “Data on building/house”	124
6.6	How to fill in data in the part „Data on household “	128
6.7	How to fill in data in a part „Data on agriculture”	131
7.	PERSONAL QUESTIONNAIRE (P-1 form).....	138
8.	FILLING IN THE PART “TO BE FILLED IN BY ENUMERATOR” ON THE QUESTIONNAIRE FOR HOUSEHOLD AND DWELLING UNIT (P2) AND PERSONAL QUESTIONNAIRE (P1).....	179
8.1.	How to fill in the part “to be filled by enumerator” on the Questionnaire for Household and Dwelling Unit”	179
8.2.	How to fill in the part “to be filled in by enumerator” on the Personal Questionnaire	182
9.	SORTING OUT AND REVIEW OF THE COMPLETE CENSUS DOCUMENTS	182
10.	ANNEX	183
10.1.	Personal Questionnaire (P-1 form).....	183
10.2.	Questionnaire for Household and Dwelling Unit (P-2 form).....	183
10.3.	Auxiliary/supporting forms.....	183

FOREWORD

Pursuant to Article 28 of the Law on Census of Population, Households and Dwellings in Bosnia and Herzegovina in 2013 (Official Gazette of BiH 10/12.), and aimed at ensuring the implementation of the common principles for the organization of enumeration and the uniform implementation of the methodology during enumeration, Director of the Agency for Statistics of Bosnia and Herzegovina defines the Methodology for Preparation, Organization and Census Taking (hereinafter referred to as the: Methodology).

Methodology has been prepared in line with the following international standards defining the common principles for collection of data on population: - Recommendations of the Conference of European Statisticians for the 2010 round of Censuses of Population and Housing, prepared in cooperation with the UN Economic Commission for Europe and Statistical Office of the European Communities – Eurostat - Regulation 763/2008 of the European Parliament and of the Council on Population and Housing Censuses and Regulation 1201/2009 implementing Regulation 763/2008 of the European Parliament and of the Council on Population and Housing Censuses as regards the technical specifications of the topics and of their breakdowns.

Methodology is designed for the Census authorities, units of local self-management/census commissions, instructors and all other participants in the preparation and taking the 2013 Census of Population, Households and Dwellings in Bosnia and Herzegovina.

In addition to the definitions of operations and activities to be carried out during the enumeration, this Methodology offers all the necessary methodological explanations, it looks at the aims and objectives of the census, units of enumeration (person, household, dwelling unit) and their characteristics, that is questions contained in the census forms, Personal Questionnaire (P-1) and Questionnaire for Household and Dwelling Unit (P-2).

Methodology contains the basic principles of Census organization and taking, as well as well-elaborated and defined tasks and procedures to be implemented by all the Census authorities and direct census staff. In order to ensure uniformity in procedures and activities, synchronization of activities during preparation and at large Census success, all those participating in the Census operations and activities are required to thoroughly study this Methodology.

In order to ensure common implementation of this methodology throughout the territory of Bosnia and Herzegovina, all the Census authorities and direct census staff are requested to strictly follow the defined methodological instructions when performing the tasks assigned to them.

Sarajevo,

Director

Zdenko Milinovic

LAW ON CENSUS OF POPULATION, HOUSEHOLDS AND DWELLINGS IN BOSNIA AND HERZEGOVINA IN 2013

Pursuant to the Article IV.4.a) of the Constitution of Bosnia and Herzegovina, the Parliamentary Assembly of Bosnia and Herzegovina, during the 21 session of the House of Representatives held on 3 February 2012, and at the 12 session of the House of Peoples, held on 3 February 2012, has adopted the

LAW ON CENSUS OF POPULATION, HOUSEHOLDS AND DWELLINGS IN BOSNIA AND HERZEGOVINA IN 2013

CHAPTER I. GENERAL PROVISIONS

Article 1 (Subject of the Law)

This Law shall regulate content, preparation, organization and conducting of the Census of Population, Households and Dwellings in Bosnia and Herzegovina in 2013 (hereinafter: Census), as well as obligations of the state and other bodies and organizations involved in the Census, obligations and duties of the providers of the Census data and persons who carry out Census-related activities, data dissemination and financing of the Census.

Article 2 (Definitions)

(1) For the purpose of this Law, the following definitions shall apply:

- a) "place of usual residence" shall mean the place where a person lives and normally spends the daily period of rest, regardless of temporary absences for purposes of recreation, holidays, visits to friends and relatives, business, medical treatment or religious pilgrimage;
- b) "usual residents" are those persons:
 - (1) who have lived in their place of usual residence for a continuous period of at least 12 months before the reference date; or
 - (2) who arrived in their place of usual residence during the 12 months before the reference date with the intention of staying there for at least one year;
- c) "a private household" is either:

- (1) a one-person household, that is a person who lives alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any of the other occupants of the housing unit to form part of a multi-person household from the line (2) hereof;
 - (2) a multi-person household, that is, a group of two or more persons who combine to occupy the whole or part of a housing unit and to provide themselves with food and possibly other essentials for living. Members of the group may pool their incomes to a greater or lesser extent;
- d) “an institutional household” comprises persons whose need for shelter and subsistence are being provided by an institution. An institution is understood to be a legal body for the purpose of long-term inhabitation and provision of services to a group of persons;
- e) ‘housing’ shall mean living quarters and buildings as well as housing arrangements and the relationship between the population and living quarters at the reference date;
- f) „living quarters“ are those housing types, which are the usual residences of one or more persons. They are:
- 1) occupied conventional dwellings,
 - 2) other housing units: huts, cabins, shacks, caravans, houseboats, barns, mills, caves or other shelters used for human habitation at the time of the Census, irrespective if it was designed for human habitation, and
 - 3) collective living quarters, which are premises designed for habitation by large groups of individuals or several households and which are used as the usual residence of at least one person at the moment of the Census;
- g) ‘a housing unit’ is a separate and independent place of abode intended for habitation by a single household, or one not intended for habitation but used as a usual residence by a household at the time of the Census;
- h) ‘conventional dwellings’ are structurally separate and independent premises at fixed locations which are designed for permanent human habitation and are, at the reference date,
- 1) used as a residence, or
 - 2) vacant, or
 - 3) reserved for seasonal or secondary use;
- i) ‘separate’ means surrounded by walls and covered by a roof or ceiling so that one or more persons can isolate themselves;
- j) ‘independent’ means having direct access from a street or a staircase, passage, gallery or grounds;

- k) 'a conventional dwelling' is defined as an occupied conventional dwelling if it is a usual residence of one or more persons.

2) For any definition not included in this Law, reference shall be made to the Regulation (EC) No 763/2008 of the European Parliament and of the Council on population and housing censuses and its implementing measures, as well as to the Conference of European Statisticians Recommendations for the 2010 Censuses of Population and Housing, and other relevant international standards.

Article 3 (Date of the Census)

The Census shall be conducted in the period from 1 to 15 April 2013, according to the situation as on 31 March 2013 at 24:00 hours (midnight) defined as the reference date of the Census.

Article 4 Units encompassed by the Census

The Census shall encompass:

- a) Citizens of Bosnia and Herzegovina with place of usual residence in Bosnia and Herzegovina, regardless of whether, at the time of the Census, they are present in Bosnia and Herzegovina, or absent from Bosnia and Herzegovina,
- b) Foreign citizens who have residence permit for permanent or temporary residence in Bosnia and Herzegovina, regardless of whether, at the time of the Census, they are in Bosnia and Herzegovina or not,
- c) Persons without citizenship,
- d) Households of persons referred to in the points a, b and c hereof,
- e) Dwellings and other living quarters.

Article 5 Units not encompassed by the Census

- a) Diplomatic-consular staff of foreign diplomatic bodies and consulates in Bosnia and Herzegovina, as well as their family members,
- b) Foreign military staff and members of their families located in Bosnia and Herzegovina
- c) Dwellings in the ownership of foreign states

Article 6

(Post Enumeration Survey)

- 1) Immediately after the Census, a Post Enumeration Survey shall be conducted on a representative sample of enumeration areas in order to evaluate the coverage and quality of the Census data.
- 2) The Agency for Statistics of Bosnia and Herzegovina (hereinafter: the Agency) is in charge of all phases (including methodology, organization, carrying out and analysis) of the Post Enumeration Survey.

Article 7

(Total number of population)

1. The total number of population for each territorial division shall be compiled by adding persons who are usually resident and present and persons who are usually resident but temporarily absent.
2. On the basis of the definition of the place of usual residence, persons usually resident in the place of enumeration but absent, or expected to be absent, at the date of the census for less than one year shall be considered as *temporarily absent persons* and thus included in the total population of the enumeration area. Persons who are enumerated but do not meet the criteria for usual residence in the place of enumeration, i.e. do not live or do not expect to live in the place of enumeration for a continuous period of at least 12 months, are considered *temporarily present persons* and shall therefore not be counted in the total population of the enumeration area.
3. The total population shall also include:
 - a) Civilian residents temporarily working in another country provided that they have not been living abroad for one year or more;
 - b) Civilian residents who cross a frontier daily to work or to go to school in another country;
 - c) Military, naval and diplomatic personnel of Bosnia-Herzegovina and their families, located outside the country;
 - d) Merchant seamen and fishermen resident in Bosnia and Herzegovina but at the sea at the time of the Census (including those who have no place of residence other than their quarters aboard ship);
 - e) Nomads and vagrants.
4. From the number of total population, the following categories of temporarily present persons, who belong to the foreign military, police, naval and diplomatic personnel and their families, temporarily located in Bosnia and Herzegovina, shall be excluded:
 - a) Foreign civilians who temporarily work in Bosnia and Herzegovina, and
 - b) Foreign civilians who cross a frontier daily to work or school in Bosnia and Herzegovina.

Article 8

(Population topics)

The following topics shall be covered in the Population Census: place of usual residence, name, name of father or mother, surname, gender, date of birth and personal identification number, place of birth, presence, duration and the intention of presence/absence in the place of the enumeration, place of mother's usual residence at the time of a person's birth, place of permanent residence during the Census 1991, whether a person was a refugee from Bosnia and Herzegovina, whether a person was internally displaced in Bosnia and Herzegovina, whether a person has legal status of displaced person and whether a person has an intention to return to the place from which he/she was displaced, a settlement in Bosnia and Herzegovina from which a person moved and year of arrival in the current place, ever resided abroad for a year or longer and a month and a year as well as a country from which person moved and reasons for arrival in Bosnia and Herzegovina, legal marital status, consensual union, number of live births and months and years of birth, country of citizenship, ethnic/national affiliation, mother tongue, religion, literacy, highest level of educational attainment, obtained title/qualification, attending school, current activity status, status in employment, industry (branch of economic activity of the main job), occupation, main source of livelihood, location of place of work i.e., place of attending school and frequency of returning to the place of usual residence, functional capability of a person to perform everyday activities and a cause of disability, length and country of residence abroad for civilian persons on temporarily work and residence abroad and place of residence in Bosnia and Herzegovina for them and their family members.

Article 9
(Topics on households and agricultural holdings)

- 1) By the Census, the following data on households shall be collected: name and surname of the head of the household, kinship and relationships between the household members, name of the settlement, street and dwelling number in which household is located, base on which the household uses the dwelling (tenure status).
- 2) By the Census, the following data shall be collected on households that had land and/or livestock at their disposal or were engaged in agricultural production in the last 12 months until the Census day. These data shall be exceptionally used for establishing the Address list of agricultural households for the purpose of carrying out a separate Agricultural Census (hereinafter: the Address list) that shall be defined by a separate law.
- 3) The following data shall be used for establishing of the Address list referred to in the paragraph 2 of this Article:
 - a) Name and surname of the head of the household;
 - b) Address of the households;
 - c) Total area of the agricultural holding (agricultural, forest and fish ponds);
 - d) Agricultural production by types of cultivated agricultural products at arable land, and
 - e) Data on livestock, poultry and beehives.

Article 10
(Housing topics)

By the Census, the following data on dwellings and other living quarters shall be collected: Type of living quarters, type of collective living quarters, housing arrangements, location of living quarters,

occupancy status of conventional dwellings, number of occupants, on which floor is the dwelling, type of ownership of the dwelling, useful floor space, number of rooms of housing units, surface area of the kitchen, bathroom and toilet facilities, power, gas and water supply system, central heating installations and sewerage system; type of heating, main type of energy used for heating, the year of construction of the building, type of building and prevailing material of which bearing structure of the building is constructed, type of roof covering of the building and the actual state of the building.

Article 11
(The duties of a person who is enumerated)

- (1) Person covered by the Census is obliged to give accurate and full answers to all the questions in the Census forms.
- (2) Data on absent members of the household, who are older than 15, can be given only by an adult, present member of the household, who knows these data best, while the data on children of up to 15-year old are given by one of the parents, foster parent or a guardian.
- (3) If the enumerator, at the time of enumeration, does not find persons covered by the Census, and data cannot be collected in a way stipulated in the paragraph 2 of this Article, he/she shall leave a written notice to the person on the duty to submit the data to the competent Census Commission by 15 April 2013 at the latest.
- (4) The notice defined in the paragraph 3 of this Article shall include the working hours and the address of the competent enumeration centre

Article 12
(Optional declaration of ethnic/national and religion affiliation)

- (1) Persons referred to in the paragraph 1, Article 11 of this Law, are not obliged to give data on their ethnic/national and religious affiliation and the questionnaire shall have an informative note about it.

Article 13
(Language equality)

- (1) The Census forms and methodological instructions shall be printed in Bosnian, Croatian and Serb language, using Latin and Cyrillic script.
- (2) Answers in the Census forms shall be written in Bosnian or Croatian or Serb language, using Latin or Cyrillic script.

Article 14
(Protection of minority)

Before the interview, an enumerator is obliged to inform respondents belonging to national minorities of their right to consider specimens of the basic Census forms in the language and script of their national minority.

Article 15
(Protection of personal data)

(1) Enumerators and all other persons who carry out Census-related activities are obligated to consider an official secret all the data collected from individuals regarding their personal, family and property conditions.

(2) The protection of personal data shall be performed in accordance with the Law on Protection of Personal Data and the Law on Statistics of Bosnia and Herzegovina.

Article 16
(Use of personal data)

Data collected by the Census shall be used for statistics purposes only.

Article 17
(Duties and rights of the persons engaged in the Census)

(1) Enumerators and all other persons who carry out and take part in the Census-related activities are obliged to perform them timely and in a proper manner.

(2) Persons referred in paragraph 1 of this Article, while performing their work, are obliged to show their Letter of Authority for the Census to persons they enumerate.

(3) Enumeration shall be conducted every day from 9.00 – 21.00 hrs in the presence of at least one adult person in a household.

Article 18
(Compensations)

(1) Enumerators and all other persons who carry out and take part in Census -related activities shall receive compensation for their work.

(2) Staff of administrative bodies and organizations that carry out activities concerning Census will receive compensation for performed work, in line with the regulations of Bosnia and Herzegovina, entities and the Brcko District of Bosnia and Herzegovina (hereinafter: Brcko District).

CHAPTER II OBLIGATIONS OF STATE, ENTITIES AND OTHER BODIES AND ORGANISATIONS IN THE PREPARATIONS, ORGANISATION AND CARRYING OUT OF THE CENSUS

Article 19 (Organization of the Census)

- 1) The Census shall be organized and conducted by the statistical institutions in Bosnia and Herzegovina: the Agency, Institute for Statistics of FBiH and Institute for Statistics of Republika Srpska (hereinafter: entity statistical institutes) in cooperation with administrative bodies and organizations of Bosnia and Herzegovina, competent entity administrative bodies and organizations, competent bodies of the Brcko District determined by this Law and units of local self-government.
- 2) It is determined that data entering, processing and control of the Census questionnaires shall be done in East Sarajevo.
- 3) Ethnic structure of the staff who work on data entering, processing and control shall reflect the ethnic structure of the population of Bosnia and Herzegovina according to the 1991 Population Census.
- 4) The Control Census/Post Enumeration Survey, referred to in the Article 6 hereof, shall be carried out in accordance with the Methodology for control of the Census data quality and coverage.
- 5) The Census shall be carried out according to the Methodology for the preparation, organization and conducting of the Census.
- 6) The Agency shall publish statistical data for all levels of government.

Article 20 (Tasks of the Agency)

The Agency shall perform the following activities:

- a) Coordinate work on the preparations, organization and carrying out of the Census in Bosnia and Herzegovina;
- b) Cooperate with the entity statistical institutes and other competent institutions involved in the Census in preparing, organizing and carrying out of the Census;
- c) Determine a unified and internationally comparable methodology for the Census, with common definitions of the enumeration units and characteristics, common classifications and content of the processing and publishing tables according to common data processing programme and common criteria and programs of logic control for detecting and automatically correcting errors in the Census material;
- d) Determine methodology for checking the data collected in the field;
- e) Determine the content and layout of the Census forms;
- f) Determine, in cooperation with entity statistical institutes, a unified methodology for setting up and keeping a single register of spatial units;

Make a decision on data entering and processing technology as well as the selection of the equipment and programme software for data entering and processing, in cooperation with the entity statistical institutes;

- g) Carry out Pilot Census in cooperation with the entity statistical institutes;
- h) Print Census forms, instructions and other material for preparation and carrying out the Census, distribute and deliver them to the entity statistical institutes and the Brcko District, following the distribution list prepared in cooperation with the entity statistical institutes;
- i) Nominate state instructors and controllers;
- j) Organize professional-methodological training of instructors and controllers (state and entity ones) together with the entity statistical institutes;
- k) Organize entering, processing and checking of the Census forms and together with the entity statistical institutes set up a common database which will contain all the data from the Census forms;
- l) Carry out Control Census /Post enumeration survey in the whole territory of Bosnia and Herzegovina, in cooperation with the entity statistical institutes;
- m) Publish the results of the Census in accordance with the positive practices and standards of the EU;
- n) Have financial resources available for carrying out the Census, allocate them and prepare a financial statement on the use of these funds;
- o) Coordinate international assistance and together with the EU representatives organize and coordinate International Monitoring of the Census;
- p) Timely inform general public about the aim, time and content of the Census, organize, coordinate and conduct a public media campaign;
- q) Take care of storing, safekeeping and destroying the Census material, and
- r) Carry out other tasks related to the Census.

(2) The Agency shall perform the following tasks in the territory of the Brcko District:

- a) Carry out preparations, organization and carrying out of the Census in the territory of the Brcko District;
- b) In cooperation with the Department for Public Register of the Brcko District Government, update statistical areas in the territory of the Brcko District;
- c) Define the number of enumeration centers in the territory of the Brcko District;
- d) Issue Instructions for organizing and carrying out the Census;
- e) Supervise the work of enumeration centers and Census Commission;
- f) Nominate instructors for the training of enumerators for the Brcko District;
- g) Organize the training of enumerators and Census Commission and issues authorizations for them to perform Census-related activities in the Brcko District;
- h) Ensure that deadlines set out by this Law are observed within the scope of its work and the work of the Census Commission in the territory of the Brcko District;
- i) Distribute and deliver to the Census Commission of the Brcko District the Census forms, instructions and other material for preparing and carrying out the Census, and
- j) Perform other tasks for the territory of the Brcko District.

Article 21 **(Tasks of the entity statistical institutes)**

Entity statistical institutes in the territory of Federation of Bosnia and Herzegovina and of Republika Srpska shall perform the following tasks:

- a) Preparations, organization and carrying out of the Census in the territory of entities, in cooperation with the Agency;
- b) Take part in the development of the methodology with common definitions of enumeration units and topics, common classifications and content of the processing and publishing tables according to unified data processing programme and unified criteria and programs of logic control for detecting and automatically correcting errors in the Census material;
- c) Take part in the development of the Methodology for control of the Census data quality and coverage;
- d) Take part in the data entering, processing and control of the data;
- e) Take part in the Control Census/Post enumeration survey;
- f) Determine the number of Census commissions in accordance with the unified methodology;
- g) Supervise the work of municipal Census commissions;
- h) Supervise preparations and organization of the Census in the territory of entities, in accordance with the instructions of the Agency and methodological recommendations;
- i) Take care of observing the deadlines stipulated by this Law, within the scope of their work and the work of the Census commissions;
- j) Prepare instructions on organization and carrying out of the Census with the deadlines for completing the tasks, in line with methodology;
- k) Take care of timely update of statistical and enumeration areas by relevant bodies;
- l) Nominate members of the Entity Census Bureau;
- m) Nominate entity instructors;
- n) Issue authorizations for work to the persons they nominate to be engaged in the Census activities;
- o) Conduct training for the members of the cantonal and municipal Census commissions and cantonal municipal instructors;
- p) Coordinate the work of entity instructors;
- q) Control the work of the cantonal and municipal Census commissions throughout the preparation and delivery of the preliminary results for enumeration areas;
- r) Publish results of the Census, and
- s) Carry out other tasks of preparing, organizing and carrying out of the Census.

Article 22
(Common database)

- 1) Common database includes all collected and processed data and shall be a property of all three statistical institutions.
- 2) The statistical institutions shall have an access to the data from the common database on a daily basis.
- 3) The Agency shall ensure all mechanisms for protection from all forms of abuse and unauthorized use and change of data via jointly defined protocol.

Article 23
(Census bureaus and commissions)

- 1) A separate *ad hoc* bodies determined by the Articles 24, 25 and 26 of this Law shall be established for the needs of preparing and carrying out the Census and processing of the Census data:
 - a) Census bureaus: Central Census Bureau, Census Bureau of the Agency, Census bureaus of the entity statistical institutions and Census Bureau of the Brcko District;

- b) Cantonal Census commissions;
- c) Municipal Census commissions.

Article 24 (Census bureaus)

- 1) Census bureaus are operational statistical bodies in charge of certain Census-related activities in accordance with this Law. The Central Bureau and the Census Bureau of the Agency shall be headed by the director of the Agency, and the Census bureaus of the entity statistical institutes shall be managed by the directors of the entity statistical institutes and the Census Bureau of the Brcko District shall be managed by the head of the Branch Office for Statistics of the Brcko District.
- 2) The Central Census Bureau shall perform the following tasks:
 - a) Coordinate the work of the Census Bureau of the Agency, the Census bureaus of the entity statistical institutes and the Census Bureau of the Brcko District;
 - b) Prepare a framework plan for the Census bureaus of the entity statistical institutes and the Census Bureau of the Brcko District;
 - c) Cooperate with authorities and bodies responsible for the Census-related activities in accordance with this Law;
 - d) Coordinate and monitor the preparations and carrying out of the Census;
 - e) Examine technologies to be used for the data entry, software and the method of data processing;
 - f) Examine a programme for processing the Census material and coding system;
 - g) Examine common criteria for detecting and automatically correcting errors in the Census material;
 - h) Examine a methodological base for defining the control of coverage, and
 - i) Harmonize activities on creating the programme of logic control and activities on the tabulation in line with the unified data processing programme.
- 3) The members of the Central Census Bureau by virtue of their positions are: the director of the Agency, deputy directors of the Agency, directors of the entity statistical institutes, deputy directors or managing civil servants of the entity statistical institutes, Minister of Foreign Affairs (i.e. his representative), Minister of Justice (i.e. his representative), Minister of Security (i.e. his representative), Minister of Defense (i.e., his representative) and Minister for Human Rights and Refugees (i.e. his representative), taking into account the equal representation of the constituent peoples and the others.
- 4) The authorized representatives of the ministers referred to in paragraph 3 of this Article could be managing civil servants or advisers to the ministers from the respective ministries.
- 5) The mandate of the members of the Central Census Bureau shall last until the Census-related activities are completed. The Chairperson of the Central Census Bureau by the virtue of his position is the director of the Agency, who shall chair and coordinate the work of the Central Census Bureau and convene meetings.

6) The Census Bureau of the Agency shall be composed of the employees of the Agency and representatives of the Brcko District, nominated by the director of the Agency. The tasks of the Census Bureau of the Agency shall be determined by the director of the Agency, in line with the Article 20 of this Law.

7) The Census bureaus of the entity statistical institutes shall perform the

following activities:

- a) Coordinate the work with the bodies responsible for the Census-related activities in the entities and units of local self-government;
- b) Organize and coordinate the Census-related activities which fall under the competence of the entities;
- c) Carry out other tasks in line with the law and entity regulations.

8) The members of the Census bureaus of the entity statistical institutes are employees of the entity statistical institutes, and they shall be nominated by the directors of the entity statistical institutes.

9) The Census Bureau of the Brcko District shall perform the following tasks:

- a) Coordinate the work with the bodies responsible for the Census-related activities in the Brcko District and units of local self-government;
- b) Organize and coordinate the Census-related activities which fall under competence of the Brcko District, and
- c) Carry out other tasks in line with this Law and the Brcko District regulations.

10) Members of the Census Bureau of the Brcko District are the employees of Branch Office for statistics of the Brcko District and managing civil servants of the Brcko District institutions, and they shall be nominated by the head of the Branch Office for Statistics of the Brcko District.

Article 25 (Cantonal Census commissions)

1) Cantonal Census commissions shall be established for the territory of cantons in Federation of Bosnia and Herzegovina.

2) Cantonal Census commissions shall carry out the following tasks:

- a) Supervise preparations, organization and carrying out of the Census in the territory of cantons in Federation of Bosnia and Herzegovina;
- b) Initiate the establishment of Census commissions, engagement of the instructors, enumerators in the municipalities of Federation of Bosnia and Herzegovina;
- c) Inform general public about the Census, and
- d) Carry out other tasks in line with this Law.

Article 26 (Census commissions of the units of local self-government)

Census commissions of the units of local self-government shall be established for the territory of each municipality or town in the territory of Bosnia and Herzegovina. Each commission shall have a chairperson and three to five members who shall be nominated by respective municipality, town and the Brcko District. The Census Commission shall carry out the following tasks:

- a) Manage preparations, organization and the conduct of the Census in the territory of the municipality, town and the Brcko District;
- b) Select and nominated instructors and enumerators of the units of local self-government;
- c) Inform general public about the significance of the Census, method and time of its conducting, the rights and duties of citizens and the way of fulfilling Census related duties;
- d) Take care of proper implementation of methodological and organizational instructions;
- e) Take over printed Census material and distribute it to instructors who distribute it further to enumerators;
- f) Provide premises and conditions for the training of the municipal instructors and enumerators;
- g) Supervise the work of instructors and other persons engaged in the Census;
- h) Provide the persons engaged in the Census with the proper authorization for carrying out their work;
- i) Take measures which guarantee a complete coverage of the Census units;
- j) Take over the Census material from the instructors, organize and control the coverage and quality of the Census material;
- k) Provide storage for the Census material, fulfilling security measures and conditions laid down by the Law on the Protection of Personal Data;
- l) Organize transport and timely delivery of the Census material to the place where data entry is performed, and
- m) prepare a financial statement on the costs incurred in preparing and conducting the Census in accordance with instructions.

2) Ethnic structure of the commissions, instructors and enumerators of the units of local self-government shall reflect the ethnic structure of the population according to the 1991 Population Census, if possible.

3) Ethnic composition of the Census Commission of the units of local self-government shall include at least one representative of the constituent people and others.

4) Ethnic structure of the total number of instructors for the territory of municipality/town, as a rule, shall reflect the national structure of the population according to the last Population Census.

5) The representation of each constituent people and others shall be ensured in the ethnic structure of the total number of enumerators for the territory of a municipality/town, in the percentage, which is, at least, half of the percentage of participation of the constituent peoples, i.e. others in the total structure of population of that municipality/town in the last Population Census.

Article 27
(Ministries and other institutions responsible for the Census-related activities)

1) At the level of Bosnia and Herzegovina, the following institutions shall take part in conducting the Census within the scope of their competencies:

- a) Ministry of Foreign Affairs of Bosnia and Herzegovina,
- b) Ministry of Justice of Bosnia and Herzegovina,
- c) Ministry of Security of Bosnia and Herzegovina,
- d) Ministry of Defense of Bosnia and Herzegovina,
- e) Ministry for Human Rights and Refugees of Bosnia and Herzegovina.

2) At the level of Federation of Bosnia and Herzegovina, the following institutions shall take part in conducting the Census within the scope of their competencies:

- a. Ministry of Justice of Federation of BiH,
- b. Ministry of Internal Affairs of Federation of BiH,
- c. Administration for Geodetic and Real Property Affairs of Federation of BiH.

3) At the level of Republika Srpska, the following institutions shall take part in conducting the Census, within the scope of their competencies:

- a. Ministry of Justice of Republika Srpska,
- b. Ministry of Internal Affairs of Republika Srpska,
- c. Republic Administration for Geodetic and Real Property Affairs of Republika Srpska.

4) At the level of the Brcko District, the following institutions shall take part in conducting the Census, within the scope of their competencies:

- a. Judicial Commission of the Brcko District of Bosnia and Herzegovina,
- b. Police forces of the Brcko District of Bosnia and Herzegovina
- c. Department for Public Register – Subdivision for cadastre.

5) In addition to aforementioned authorities and bodies, paragraphs 1 - 4 hereof, the administrative bodies and organizations of Bosnia and Herzegovina, entities and the Brcko District are obliged to render assistance to the responsible statistical institutions in carrying out the Census, within the scope of their competencies.

CHAPTER III METHODOLOGY

Article 28

(Defining and publishing methodological instruments of the Census)

- 1) The director of the Agency shall define the Census forms (an Individual Census form and a Questionnaire for households and dwellings), organizational and methodological instructions for conducting the Census.
- 2) The director of the Agency shall issue a book of rules on destroying the Census material.

- 3) The Census forms, organizational and methodological instructions for conducting the Census, and the book of rules on destroying the Census material shall be published in the Official Gazette of BiH and Official Gazettes of the entities and the Brcko District.

Article 29
(Printing of the Census material)

The printing of the Census material shall be organized by the Agency.

Article 30
(Cartography-related tasks)

- 1) The entity geodetic offices and the Department for Public Register of the Brcko District Government in cooperation with the other bodies of local administration should complete technical documentation required for carrying out the Census by 01.10.2012.
- 2) The data contained in the technical documentation shall facilitate the organization of the Census, the data shall also contain separate cartographic overviews and descriptions which will enable each enumerator to be orientated in the field and have an overview of the buildings/units to visit.

Article 31
(Prohibition of changes)

In order to meet all requirements for carrying out the Census, the competent authorities shall not, in the period from 01.11.2012 until 30.10.2013, change the names, borders and territories of the municipalities, local communities, settlements, units of local self-government, statistical and enumeration areas, streets and house numbers.

Article 32
(Enumeration of diplomatic personnel and their families)

- 1) The Ministry of Foreign Affairs of BiH shall organize and carry out the enumeration of the personnel of diplomatic bodies and consulates of Bosnia and Herzegovina and diplomatic personnel in international organizations and institutions together with the members of their families who reside with them abroad.
- 2) The training of enumerators and the Census material for enumeration of the persons referred to in the paragraph 2 of this Article shall be ensured by the Agency.

Article 33
(Enumeration of persons in prisons)

- 1) The Ministry of Justice of BiH, in cooperation with the authority responsible for enforcing sanctions, custody or other measures, shall organize and conduct the enumeration of persons who serve a sentence in prison or institutional-correctional measures in the facilities under the direct supervision of the ministries.
- 2) The training of enumerators and the Census material for enumeration of the persons referred to in the paragraph 1 of this Article shall be ensured by the Agency.

**Article 34
(Enumeration of military personnel)**

- 1) The Ministry of Defense of BiH shall organize and carry out the enumeration of persons who reside in the military facilities of Bosnia and Herzegovina at the time of the Census.
- 2) The training of enumerators and the Census material for enumeration of the persons referred to in the paragraph 1 of this Article shall be ensured by the Agency.

**Article 35
(Special instructions for enumeration)**

- 1) The Agency, in cooperation with responsible ministries referred to in the Article 27 hereof, shall issue instructions how to enumerate persons referred to in the Articles 32, 33 and 34 of this Law, as well as the way of delivering those documents to the Census commissions.
- 2) The Agency shall provide the Census material referred to in the Articles 32, 33 and 34 of this Law.
- 3) Collection of the Census material referred to in the Articles 32, 33 and 34 of this Law shall be conducted by 25.03.2013 at the latest, and the Census material shall be delivered to the Census commissions responsible for the place of usual residence of the persons to be enumerated, by 31.03.2013 at the latest.

**Article 36
(The use of databases and records for the purpose of statistical control)**

All the institutions of Bosnia and Herzegovina, the entities and the Brcko District are obliged to allow the Agency to use the databases and records under their competencies (the databases of births, deaths, displaced persons, registers of residence, administrative records of persons sentenced to prison and so on) to carry out control of statistical accuracy and quality of the data collected in the field.

**Article 37
(Publishing results)**

The Agency and entity statistical institutions shall define the enumeration tables and publish the Census results:

- a) Preliminary Census results within the period of 90 (ninety) days after completion of the Census, and

- b) Census results defined by unified data processing programme within the period from 01.01 2014 until 31.12.2015.

CHAPTER IV FINANCING OF THE CENSUS

Article 38 (Financing of the Census)

- 1) Resources intended for financing Census-related activities and tasks shall be provided from the budgets of Bosnia and Herzegovina, entities, the Brcko District, international donations and other sources. A financial plan will be regulated by the special agreement of the respective ministers of finance of BiH, entities and the director of the Brcko District Finance Directorate, or Fiscal Council of BiH within 60 days from the day of this Law coming into force.
- 2) Resources referred in the paragraph 1 hereof shall be used according to the financial plan for conducting Census, determined in advance and agreed between the Agency and entity statistical institutes.

Article 39 (Amount of the funds for the Census)

- 1) The minimum of required funds referred in the Article 38 of this Law amount to 42.625.603 KM, as following:

for the year 2012	10,494,461 KM
for the year 2013	31,364,836 KM
for the year 2014	473,804 KM
for the year 2015	292,502 KM

After the Pilot Census is conducted, a possible reallocation of budget funds can be done, according to budget items and years, and within the total sum of the planned funds.

- 2) Each year Annual funds shall be estimated for the coming year, on the base of information on the movement of consumer prices.
- 3) The Population Census is a multi-annual project and funds planned for the Population Census but not used in the current year shall be carried into the next year.
- 4) The budget shall be reduced at the annual level, in case those funds are provided by donors.

CHAPTER V ENUMERATION OF PERSONS WHO TEMPORARILY WORK AND RESIDE ABROAD

Article 40 (Enumeration of persons residing abroad)

- 1) Infrastructure and logistics of the Census shall be also used for enumeration of persons, citizens of Bosnia and Herzegovina, who live abroad but have place of residence in BiH and have been absent from BiH for more than 12 months.
- 2) Enumeration of persons referred to in paragraph 1 of this Article shall be done on a separate form, prescribed by the director of the Agency; the form shall include the following mandatory questions: name and surname, personal identification number, municipality of residence, ethnic/national affiliation, religion, mother tongue, country in which the person resides, the reason and length of their residence abroad.
- 3) The form shall be published and available on the web site of the Agency.
- 4) The persons referred to in paragraph 1 of this Article shall send completed forms by mail, with return receipt request, to the address of the Agency no later than 10.04.2013.
- 5) Entering, control, processing and publishing of collected data on these persons shall be conducted by the Agency along with entity statistical institutes, separately from the Census referred to in Article 7 of this Law.
- 6) The collected data shall be processed by all required elements in the questionnaire and presented in a separate database.

Article 41 (Organization of enumeration of persons living abroad)

Organization of the enumeration referred to in the Article 40 of this Law shall be defined more precisely by separate organizational-methodological instructions of the Agency.

Article 42 (Financing of the enumeration of persons living abroad)

- 1) Financing of the enumeration referred to in the Article 40 hereof shall be provided separately from financing of Census referred to in Article 7 hereof.
- 2) The required funds shall be defined subsequently and shall be provided from the budget of the institutions of Bosnia and Herzegovina.

CHAPTER VI PENALTY PROVISIONS

Article 43 (Penalties for the offences committed by the persons involved in the Census)

A fine from 100 KM to 10,000 KM shall be imposed for infringement to any individual covered by the Census or an individual obliged to give information on the absent members of the households, i.e. a parent, a foster parent or a guardian for a child younger than 15, if he/she refuses to give information requested from him by the Census forms or if he/she gives false or incomplete information.

Article 44 (Penalties for not following the instructions)

A fine from 100 KM to 10.000 KM shall be imposed to the following persons involved in the Census or persons who carry out the Census-related activities or tasks:

- a) If contrary to the will of a person covered by the Census, they exert influence on that person to, against his/her will, give information on his/her ethnic or national or religious affiliation;
- b) If they fail to carry out the activities and tasks connected with the Census in a timely and appropriate manner;
- c) If they fail to keep as strictly confidential, the data from the Census which refer to personal, family and property circumstances.

Article 45 (Making a decision on offences)

Acting and competencies of the authorized bodies in Bosnia and Herzegovina which decide on the offences set out in the Article 43 and 44 of this Law are laid down in the Law on Offences of BiH.

CHAPTER VI TRANSITIONAL AND FINAL PROVISIONS

Article 46 (Destroying the Census material)

Destroying the Census material generated from the Census-related activities of responsible bodies and organizations in Bosnia and Herzegovina shall be carried out by the Agency, in accordance with the Law on the Archive Files and Archive of Bosnia and Herzegovina and regulations issued on the base of this Law.

Article 47

(Passing the entity laws)

More detailed preparation, organization and carrying out of the fieldwork may be additionally regulated by the entities and the Brcko District legislation which must be in accordance with this Law.

**Article 48
(Entry into force)**

This Law shall enter into force on the eighth day following the day of its publication in the "Official Gazette of BiH". It shall likewise be published in the Official Gazettes of the entities and the Brcko District.

Parliamentary Assembly, No.01,02-02-9-37/10

3 February 2012

Sarajevo

Speaker
of the House of Representatives
of the Parliamentary Assembly of BiH

Speaker
of the House of Peoples
of the Parliamentary Assembly of BiH

Dr Milorad Živković

Ognjen Tadić

Pursuant to Article IV.4.a) of the Constitution of Bosnia and Herzegovina, the Parliamentary Assembly of Bosnia and Herzegovina on its forty-first session of the House of Representatives held on 31 January 2013 and on the twenty-seventh session of the House of People held on 26 February 2013, adopted the

LAW ON CHANGES TO LAW ON CENSUS OF POPULATION, HOUSEHOLDS AND DWELLINGS IN BOSNIA AND HERZEGOVINA IN 2013

Article 1

In the Law on Census of Population, Households and Dwellings in Bosnia and Herzegovina 2013 (Official Gazette of BiH, No. 10/12), the Article 3 is changed and now reads:

Article 3 (Date of the Census)

The Census shall be conducted in the period from 1 to 15 October 2013, according to the situation as on 30 September 2013 at 24:00 hours (midnight) defined as the "Reference date of the Census.

Article 2

In the Article 11, paragraph (3) words: "15 April 2013 " shall be replaced by: "15 October 2013".

Article 3

In the Article 30, paragraph (1) date: "01.10.2012" shall be replaced by: "01.03.2013".

Article 4

In the Article 31 date: "01.11.2012" shall be replaced by: "01.01.2013", date: "31.10.2013" shall be replaced by: "31.12.2013".

Article 5

In the Article 35, paragraph (3) date: "25.03.2013" shall be replaced by: "29.09.2013", and: "31.03.2013" shall be replaced by: "15.10.2013".

Article 6

In the Article 37, item b) date: "01.01.2014" shall be replaced by: "01.07.2014", and: "31.12.2015" shall be replaced by: "01.07.2016".

Article 7

In the Article 39, paragraph (1) is changed and now reads: "(1) The minimum of required funds referred to in the Article 38 of this Law amount to 42.625.603 KM, out of which:

- | | |
|----------------------|----------------|
| a) for the year 2012 | 10.494.461 KM, |
| b) for the year 2013 | 31.364.836 KM, |
| c) for the year 2014 | 473.804 KM, |
| d) for the year 2015 | 172.502 KM, |
| e) for the year 2016 | 120.000 KM. |

After completion of the Pilot Census a reallocation of the budget funds by budget lines and years shall be done within the framework of the total planned census funds.

Article 8

In the Article 40, paragraph (4) date: "10.04.2013" shall be replaced by: "15.10.2013".

Article 9

This Law shall enter into force on the eight day following the day of its publishing in the "Official Gazette of BiH".

No. 01,02-02-1-6/13
26 February 2013
Sarajevo

Chairperson
of the House of Representatives
of the Parliamentary Assembly of BiH
Dr **Bozo Ljubic**

Chairperson
of the House of Peoples of the
Parliamentary Assembly of BiH
Sulejman Tihic

I GENERAL PART

1. CENSUS OBJECTIVES

The main objective of the Census is to provide the relevant set of data on the number and territorial distribution of the population in Bosnia and Herzegovina, demographic, geographic, socio-economic, cultural and other characteristics of the population of a country in order to plan for, and implement development plans in all the domains of social and economic trends in Bosnia and Herzegovina. Also, the Census shall collect and provide a significant amount of data on a number, type, distribution, population density, age, and other characteristics of conventional dwellings and housing conditions in Bosnia and Herzegovina, as well as the most important characteristics of agricultural capacities available and used by individual households.

1.1. Long-term objectives

The 2013 Census of Population, Households and Dwellings in Bosnia and Herzegovina shall provide data on the overall number and territorial distribution of the basic Census units, as well as data on their all essential characteristics in line with international recommendations, and for the purpose of:

- Planning the development strategies in the long run;
- Following the Millennium Development goals;
- Preparation of population estimates and projections;
- Preparation of a large set of demographic, economic and other indicators.

1.2. Short-term objectives

The following information shall be provided for the short-term needs:

- Data on the total number of population and its territorial distribution;
- Data on the total number of households, and their territorial distribution;
- Data on the total number of housing units and in particular, on a number of conventional dwellings and their territorial distribution at all levels of territorial organization;
- Data on vital, ethnic, economic, educational, migration and other characteristics of the population;
- Data to be used for the preparation of population estimations at lower territorial levels;
- Data to be used for the calculation of economic and social indicators and provision of better knowledge on social and economic processes;
- Data to be used for the calculation of fertility, birth, mortality, migration, population growth rate, average life expectancy and other indicators;
- Data to be used to design a statistical database as a basic input for the establishment of statistical registers;
- Data to be used for a statistical database to design the framework sample for the surveys.

2. ENUMERATION UNITS

The Census shall, as defined by the Articles 4 and 5 of the Law on Census of Population, Households and Dwellings in BiH in 2013 (hereinafter referred to as the „Law on Census“), collect data on residents (persons), households and dwelling units.

2.1. Residents (Persons)

The Census shall cover:

- citizens of Bosnia and Herzegovina who have usual place of residence or reside in Bosnia and Herzegovina, regardless of whether, at the time of the Census, they are present in Bosnia and Herzegovina or absent from Bosnia and Herzegovina,
- Foreign citizens who have residence permit for permanent or temporary residence in Bosnia and Herzegovina, regardless of whether they are present in Bosnia and Herzegovina or not,
- persons without citizenship.

The Census shall not cover:

- diplomatic-consular staff of foreign diplomatic bodies and consulates and representatives of international organizations and bodies, as well as their family members residing with them in Bosnia and Herzegovina,
- foreign military and police staff and members of their families located in Bosnia and Herzegovina,
- foreign citizens who at the time of the Census stay temporarily in Bosnia and Herzegovina as tourists, due to some private or business reasons, medical treatment and similar reasons.

2.2. Households

- The Census shall cover all individual (private) households of persons included in the Census units.
- The Census shall cover all collective households (composed of persons who live in the institutions intended for permanent care of children and adults, in hospitals and/or nursing homes for incurable diseases, in monasteries and other religious institutions etc.).

2.3. Dwelling units

The Census shall cover:

- all dwelling units throughout Bosnia and Herzegovina, regardless of whether they are used for housing and/or some other purposes, or are uninhabited
- facilities intended for collective (institutional) housing
- other inhabited premises or facilities not intended for housing, but at the Census time used for such a purpose.

The Census shall not cover:

- dwelling units in the ownership of foreign states
- uninhabited (vacant) dwelling units which are vacant due to planned demolition
- uninhabited dwelling units in buildings/houses still without housing permit
- dwelling units completely used for storage of agricultural machinery, fire wood/coal and similar.

3. CENSUS CRITICAL MOMENT

Data to be filled in the census forms shall be inserted according to the situation as on 30 September 2013 at 24.00 hours and/or at midnight between 30 September and 1 October 2013 (excluding particular questions to be answered as stated in the census forms. This census night in statistical practice is known as Census Critical or Reference Moment.

The Census shall be conducted according to the situation at the time defined as Census Critical Moment. All changes after census critical moment shall not be covered by the census and/or shall not be entered in the census forms and in particular, if entered in the census forms shall not be taken into consideration.

Accordingly:

- Children born after the critical moment, that is born between 1 October 2013 and a visit of an enumerator shall not be enumerated. Children born at a very critical moment shall be taken into consideration and shall be enumerated.
- If a person dies after the critical moment, that is between 1 October 2013 and the visit of the enumerator to the household a person belonged to, such a person should be considered enumeration unit, as he/she was alive at the time of the census critical moment. If a person dies at a very census critical moment he/she shall not be counted as enumeration unit just like all other persons who died before the census critical moment.

4. TIME AND DURATION OF ENUMERATION

Enumeration of population, households and dwellings shall start at the same time throughout Bosnia and Herzegovina, that is on 1 October 2013 at 9 a.m. and shall be completed on 15 October 2013 at 9 p.m.

Dynamics of enumeration shall be defined by the municipal/city instructor in agreement with enumerator and according to the size of the enumeration area in order to complete enumeration, if possible, by 10 October and in some exceptional cases by 15 October.

5. CENSUS TAKING METHOD AND DATA COLLECTION INSTRUMENTS

The Census shall be conducted in a traditional way, by an interview and following the „door to door“ principle. Well trained and authorized enumerators shall collect data in the field and enter all the answers in the census forms.

As a rule, one enumeration area shall be allocated to one enumerator at least. In some exceptional cases, one enumerator may be responsible for two enumeration areas. Also, two or three enumerators may be responsible for one enumeration area, if such an enumeration area is too big and cannot be covered by one enumerator.

6. LANGUAGE AND SCRIPT OF ENUMERATION

Answers in the census forms are to be written in Bosnian, Croatian and Serbian language, using Latin and Cyrillic script.

Census forms and methodological instructions shall be printed in Bosnian, Croatian and Serbian language and in Latin and Cyrillic script

Members of national minorities shall have a right to receive specimens of census forms in the language and script of their national minority.

7. PROTECTION OF PERSONAL DATA

Personal data to be collected by the Census are subject to a special protection to be ensured during the all census taking phases (collection, control, processing and Census publishing results), in accordance with Article 15 of the Law on Census (Official Gazette of BiH 10/12), Article 19 of the Law on Census Organization and Taking in the Republika Srpska in 2013 (relevant for the territory of the Republika Srpska), Articles 27 to 29 of the Law on Statistics of Bosnia and Herzegovina (Official Gazette of BiH, No. 26/04 and 42/04“) and the Law on Personal Data Protection (Official Gazette of BiH, No. 49/06).

Enumerators and all other persons involved in the Census-related activities and operations shall be obliged to keep permanently as official secret all the data collected from individuals related to their personal, family and property characteristics.

8. RESPONSIBILITIES OF CITIZENS

All citizens are legally required to be included in the Census and to be enumerated. They are required to provide complete and accurate answers to all the questions printed in the census forms.

Persons who do not provide answers or provide false or incomplete data shall be subject to a fine in accordance with Law on Census (Article 43) and Law on Organization and Taking the Census of Population, Households and Dwellings in the Republika Srpska (Article 18).

9. ACCESS TO PERSONAL QUESTIONNAIRE

The Law on Census, the Article 11, says that personal data on absent members of the household, who are older than 15, can be given only by an adult member of the household. An adult person who was not present in the household during the enumeration and for whom data were given by another member of the household has a right to request access to the Personal Questionnaire completed for his/her. Such a right he/she can exercise in the office premises of the Local Self-management Census Commission (hereinafter referred to as the LSMCC), by filling in the form „Request to Check the Personal Questionnaire“(P-15 form).

The following data shall be entered in the „Request to Check Personal Questionnaire“: name and surname, address, ID number and telephone number of a person seeking access to the Personal Questionnaire and a reason/explanation. The person/applicant seeking access to his/her Personal Questionnaire shall sign the Request and deliver it to the LSMCC presenting the ID Card to identify himself/herself.

The LSMCC shall take this Request into consideration in its office premises, and if the Request is approved, the LSMCC shall specify a time when the applicant can have the access to his/her Personal Questionnaire. Given the fact that the census documents are with the enumerator, the access cannot be provided immediately. When providing the access to the Personal Questionnaire the following persons shall be present: the enumerator, the municipal/city instructor supervising the work of such an enumerator, the state/entity instructor and the member of the LSMCC.

In the section “Access to Personal Questionnaire” the following shall be entered: date, time and “name of a person who provided data” filled in the Personal Questionnaire (P-1 form). If a person has some objections to data provided/filled in, a new Personal Questionnaire shall be filled in, and an old one shall be cancelled and disposed of in the box of the relevant enumeration area. The cancelled Questionnaire shall contain the following information: name and surname of the enumerator who cancelled the Personal Questionnaire. The enumerator shall write a note on the cancelled Personal Questionnaire - “Cancelled in the LSMCC office premises”.

10. PRIOR ENUMERATION OF PERSONS DEFINED BY THE ARTICLES 32, 33 AND 34 OF THE LAW ON CENSUS OF POPULATION, HOUSEHOLDS AND DWELLING UNITS IN BiH IN 2013

10.1. Prior enumeration

The aim of the prior enumeration, that is the enumeration before the official start of the Census (before 1 October 2013) is to collect the census data on a number of persons not present in their place of usual residence during enumeration (from 1 to 15 October 2013), as well as to provide complete coverage of enumerated units and to collect the quality data on their characteristics.

The prior enumeration operation (preliminary filling in of the census forms) shall cover the following population categories:

1. persons working for diplomatic bodies and consulates of Bosnia and Herzegovina and diplomatic personnel in international organizations and institutions together with the members of their families who reside with them abroad,
2. professional military staff working for the peace missions outside Bosnia and Herzegovina,
3. persons who serve a sentence in prison or who are in correctional and penal institutions.

For the persons mentioned under item 1, the prior enumeration, that is the preliminary filling in of the census forms P-1 and P-2 shall be organized and carried out by the Ministry of Foreign Affairs of Bosnia and Herzegovina in accordance with the special instructions given by the BiH Agency for Statistics.

For the persons mentioned under item 2, the prior enumeration shall be organized and carried out by the Ministry of Defense of Bosnia and Herzegovina in accordance with special instructions given by the BiH Agency for Statistics.

For the persons mentioned under item 3, the prior enumeration shall be organized and carried out by the Ministry of Justice of Bosnia and Herzegovina, Ministry of Justice of the Republika Srpska and Federal Ministry of Justice in accordance with special instructions given by the BiH Agency for Statistics.

10.2. Time and duration of prior enumeration

Prior enumeration shall be conducted from 1 to 15 September 2013.

The Census shall be conducted according to the situation on 30 September 2013 at midnight (24.00 hrs) considered the Census Critical Moment.

10.3. Census forms for prior enumeration

The following Census forms shall be used for the prior enumeration:

1. PERSONAL QUESTIONNAIRE (P-1 form), to collect data on a person;
2. QUESTIONNAIRE FOR HOUSEHOLD AND DWELLING UNIT (P-2 form), to collect data on household, dwelling unit and agricultural funds of the household;

For the persons without their own households and for the person living alone (so-called one-person household), both census forms are to be filled in (P-1 and P-2).

For the persons who have a household in BiH only the census form P-1 (Personal Questionnaire) shall be filled in.

10.4. Delivery of prior enumerated census forms

Prior enumerated census forms the relevant ministries shall deliver to the address of LSMCC by 30 September 2013.

11. PROCEDURES RELATED TO PRIOR ENUMERATED CENSUS FORMS

1. If there is an institution in the enumeration area in which the prior enumeration was carried out

If in the enumeration area, in addition to an institution where the prior enumeration was carried out, there are some other enumeration units and, if there is a box arrived at the address of the LSMCC containing prior enumerated forms and a label marked as "More than a year" in addition to other basic identification data on enumeration area, the LSMCC shall inform the municipal/city instructor responsible for such an enumeration area and shall deliver him/her the box with the forms.

The municipal/city instructor shall together with the enumerator write down "Part I" on the box related to the prior enumeration and received from the LSMCC, and on the box related to the second part of such an enumeration area where the enumerator shall work, write down on the label "Part II". The same procedure shall apply to the Control Book (in the right top corner to write Part I and/or Part II).

The further procedure related to a treatment of these boxes and forms (preparation of the first results, delivery of documents and similar) is the same as in case of divided/split enumeration areas.

If the enumeration area covers only the institution where the prior enumeration was carried out, the municipal/city instructor shall fill in on the first page of the Control Book (from the box labeled – More than a year) the first results.

2. If the filled in Personal Questionnaires related to the prior enumeration arrived to the municipality in the closed envelopes (regardless of whether the institution where the prior enumeration was carried out is located in that enumeration area or not).

If LSMCC receives the prior enumerated forms packed in the envelopes, the LSMCC shall, after classification of the forms by addresses and/or enumeration areas, deliver to the municipal/city instructor these envelopes together with the boxes of the enumeration areas. Prior enumerated forms (envelopes) the municipal/city instructor shall hand over to the enumerator who shall copy data from these forms to new forms and to write the relevant identification data when visiting the relevant household at the specified address.

If enumerator receives only Personal Questionnaires (P-1 forms), this means that the person should have a household at the address written on the envelope and it has to be identified by the enumerator in the field.

If in addition to the Personal Questionnaires the envelope contains the Questionnaire for Household and Dwelling Unit (P-2 form), this means that a person or several of them, depending on a number of the Personal Questionnaires, does not have a

household in the enumeration area. In such a case the enumerator shall, when visiting such an address, copy the data both from the P-2 and P-1 forms to new forms, but only after identifying that nobody lives at the specified address. If at the specified address there is a household the enumerator shall check whether the person (prior enumerated) is a member of such a household. If it is a case, the enumerator shall fill in the P-1 forms for the persons found in the dwelling unit who were not prior enumerated, and for persons prior enumerated the enumerator shall copy data from the old P-1 forms to new P-1 forms. Data from the prior filled in P-2 form shall be copied to a new form. The enumerator shall enter in the List of persons other household members or temporarily present persons (if any, not prior enumerated) in addition to persons with already filled in Personal Questionnaires).

All the prior filled in forms from which data were copied to new ones the enumerator shall put in the relevant envelope and then the envelope in the box of the respective enumeration area.

12. ENUMERATION OF PERSONS WHO LEAVE THE SETTLEMENT DURING THE CENSUS ENUMERATION PERIOD (1-15 OCTOBER)

If during the period from 1 to 15 October the LSMCC is contacted by the persons who were not enumerated, but who know that all the members of their household shall be absent during the rest of the enumeration period and nobody shall be able to provide data on them, the LSMCC together with the municipal/city instructor and/or enumerator shall fix a date to enumerate such people at the address of **their usual residence**. The same procedure shall be applied during the enumeration period to all persons who contact LSMCC after third visit of enumerator and who received a "Leaflet/Note on a new visit" containing the telephone number and address of LSMCC".

13. ENUMERATION OF PERSONS WHO LIVE ABROAD

Infrastructure and logistics of the Census of population shall also be used for enumeration of persons who are citizens of BiH, who live abroad but have a place of usual residence in BiH and have been absent from BiH for more than 12 months.

Enumeration of such persons shall be carried on a separate form prescribed by the Director of the BiH Agency for Statistics (Annex P-1IN).

This form shall be published and shall be available on the website of the Agency.

The filled in forms shall be delivered by mail, with return receipt request, to the address of the Agency by 15 October 2013 at latest.

Entry, control, processing and publishing of data collected on these persons shall be carried out by the Agency together with the entity institutes of statistics, separately from the Census as referred to in Article 7 of the Law on Census.

The collected data shall be processed and presented in a separate database.

Organization of the enumeration referred to in Article 40 of the Law on Census shall be defined more precisely by a separate organizational-methodological instructions defined by the Agency.

14. CONTROL OF COVERAGE AND QUALITY OF CENSUS DATA

After completion of the enumeration, during the period from 1 to 15 October 2013, the Agency in cooperation with the entity institutes of statistics shall conduct a separate survey called Post-Enumeration Survey (control census) aimed at controlling coverage and quality of data collected during the Census and on the sample of 1% of the total number of enumeration areas.

This survey shall be conducted on the separate forms and in accordance with separate Methodology to be defined by the Director of the Agency.

The BiH Agency for Statistics shall be responsible for all the phases (including methodology, organization and analysis) of the Post-Enumeration Survey.

II ORGANIZATION AND CENEUS TAKING

The Census shall be organized and conducted by the statistical institutions of BiH: the BiH Agency for Statistics, Institute of Statistics of the Federation of BiH and the Republic Institute of Statistics of the Republika Srpska (hereinafter referred to as "entity statistical institutions") in cooperation with competent ministries and other institutions relevant for the census activities and operations.

1. CENSUS TAKING AUTHORITIES/BODIES

1.1. Cantonal Census Commissions

The Cantonal Census Commissions (hereinafter referred as the CCCs) shall be established for the territory of cantons in the Federation of BiH.

Director of the Institute of Statistics of the Federation of BiH shall initiate the establishment of the CCCs by a letter addressed to the Prime Minister of the Cantonal Government.

The Prime Minister of the Cantonal Government shall issue the work authorizations to the members of the Cantonal Census Commission.

The CCCs shall supervise preparations, organization and carrying out of the Census in the territory of cantons in the Federation of BiH.

Given the competencies of the CCCs, the training of all the members of the commissions shall be prepared and taken by the Institute of Statistics of the Federation of BiH. Training in particular refers to the organizational part of the Census.

Members of the CCC shall keep permanently all the data collected by the Census as official secret (Article 15 of the Law on Census). Accordingly, they shall sign a Statement on protection of confidential data collected by the Census.

The CCCs shall carry out the following activities and tasks:

- 1.1.1 before enumeration,
- 1.1.2 during enumeration and
- 1.1.3 after enumeration.

1.1.1. Tasks of the CCCs BEFORE enumeration

The CCCs shall carry out the following tasks:

- a) CCC shall check, before enumeration, the readiness of all the municipalities in the territory of the Cantons for the Census taking in order to ensure the conditions for the successful taking of the Census (through organization of common meetings),
- b) induce the majors of municipalities/cities to establish the LSMCCs through an official letter sent by the Institute of Statistics of the Federation of BiH,
- c) initiate the LSMCC to hire municipal/city instructors and enumerators in the municipalities/cities of the Federation of BiH,
- d) request LSMCC to provide an adequate premises for training of municipal/city instructors and enumerators and check whether such training were organized and in a timely manner implemented,
- e) inform general public on Census taking via public media in the municipalities/cities in the cantons, during and after enumeration,
- f) suggest groups of enumeration areas in order to ensure optimal allocation of municipal/city instructors and enumerators. Empty enumeration areas and areas with a small number of households shall be merged with the next neighboring enumeration areas taking into consideration the total number of households to be enumerated by one enumerator.

1.1.2. Tasks of the CCCs DURING enumeration

- a) The basic responsibility of the CCC is to supervise the activities on the census preparation, organization and taking in the territory of the cantons.
- b) Given the fact that the census activities in the field shall be carried out during the whole day, from 9 a.m. to 9 p.m., the CCC shall be available all the time for the solution-finding in case of problems which can occur during the Census period.
- c) CCCs shall coordinate and supervise the work of the LSMCCs.
- d) CCC, in cooperation with LSMCC, shall supervise proper implementation of organizational and methodological instructions. In particular, the work of this commission is directed to organization of all Census-related activities. The CCC shall, during the all phases of work, fully support and assist the LSMCC and shall take an active part in solution-finding for eventual problems which can occur during implementation of the Census activities.
- e) CCC shall continuously coordinate and supervise the work of the LSMCC in the territory of the canton, that is supervise the timely and quality implementation of all tasks of the LSMCC in order to avoid any unforeseen circumstances in a phase when new tasks are to be implemented according to the plan of activities.

- f) One of the tasks of the CCC is to inform general population on Census taking via public media in the municipalities/cities of the cantons. Good response of citizens and their full cooperation with enumerators shall be at large extent supported by continuously provided information about aims and importance of the Census, their obligation to provide data to enumerators, protection of personal and other data collected by the Census etc.
- g) Implementation of other tasks:
 All bodies and all Census staff shall strictly respect the procedures and definitions prescribed by the Methodology, Instruction Manual for Census Organization and Taking in the FBiH, as well as by the Instruction Manual for Enumerators and Municipal/City Instructors. Any deviation from the legal regulations and solutions offered by the instructions must be prevented, but if deviations occur, they shall be investigated and corrected. If the mistakes and omissions of the enumerators jeopardize the quality of data collected by the Census, the LSMCC shall, following the information provided by the municipal/city instructor or collected in any other way, suggest the replacement of an enumerator or shall exclude him/her from the further Census activities. If the LSMCC cannot find an adequate solution for the problem occurred, the LSMCC shall inform the CCC, but if the CCC cannot find an adequate solution, it shall inform the Institute of Statistics of the FBiH.
 If it is related to any procedures with the elements of violation as specified by the Article 44 of the Law on Census, the LSMCC shall, via the CCC inform the Institute of Statistics of the FBiH which is authorized to bring the charges with the competent authority to pass a decision on violations made.

1.1.3. Tasks of the CCC AFTER enumeration:

- a. to check whether the first results for the municipalities/cities in the territory of the canton prepared and submitted to the BiH Agency for Statistics and Institute of Statistics of the Federation of BiH,
- b. to coordinate the activities related to safe and secure transport of the census documents to the Data Processing Center (place of entry, processing and control of the enumeration forms),
- c. to take part in the Post-Enumeration Survey conducted immediately after the Census on the representative sample of the enumeration areas within the municipalities/cities in the territory of the cantons aimed at estimating the coverage and quality of data collected by the Census,
- d. to report to the director of the Institute of Statistics of the Federation of BiH after completed census activities in the field.

Calendar of the activities related to the Cantonal Census Commission:

Activities	Starting date	Ending date	Responsible institution
Initiate the establishment of the CCC	20.04.2013	25.04.2013	Institute of Statistics of the FBiH
Appointment of the CCC members	27.04.2013	25.05.2013	Cantonal Government
Organization and meetings with the municipal/city majors	05.06.2013	20.06.2013	CCC
Letter to LSMCC related to provision of training premises	10. 08.2013	05.09.2013	CCC

Training of CCC members	20.06.2013	20.06.2013	Institute of Statistics of the FBiH
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1.2. Local Self-Management Census Commissions (LSMCCs)

Local self-management census commissions are direct organizers of the census activities in the territory of every municipality or city and Brcko District throughout Bosnia and Herzegovina and they are responsible for timely provision of all the necessary Census preparation related measures.

They are responsible to organize quality and in a timely manner Census taking, to supervise work of the enumerators, municipal/city instructors, controllers and other Census staff, to intervene in any possible case which can jeopardize quality and timely implementation of the planned census activities. One of the tasks of the LSMCC is to inform public about Census importance, way and period of its taking, rights and obligations of the citizens and way to exercise their rights in the Census.

The LSMCC shall participate in the Post-Enumeration Survey (PES) to be conducted immediately after the Census. The PES shall be conducted on a representative sample of the enumeration areas in the municipalities/cities and aimed at estimating the coverage and quality of data collected by the Census.

Tasks of the LSMCC before enumeration:

- a) The LSMCC members shall participate in the training organize for the LSMCC members
- b) Provide office premises where the candidates/applicants for the municipal/city instructors and enumerators can apply.
- c) Provide office premises and other necessary conditions for training in accordance with instructions given by the Agency/entity institutes.
- d) Provide premises for storage and keeping the census documents in accordance with instructions given by the Agency/entity institutes.

Premises for keeping the census documents shall be separate, secured and with enough capacity to storage all the documents. Access to these premises shall be allowed only to state/entity instructors or members of the LSMCC in presence of the state/entity instructor.

- e) Provide premises for preparation of preliminary results and reception of census documents after completed enumeration, as well as the office premises for the municipal/city instructors to check completed enumeration forms.
- f) Take over the census documents from the authorized distributor in the municipal office premises.

If any of the census documents is missing or if there is not enough number of any documents, the LSMCC shall immediately inform the Agency/entity statistical institutions.

- g) The LSMCC shall post the public advertisement in its office premises and in other public places in the territory of its municipality, including the website of the municipality. Standard form „Application for participants in the Census“, to be filled in when responding to the public advertisement, shall be defined by the BiH Agency for Statistics in cooperation with the entity statistical institutes.
- h) Perform data entry in the application related to candidates/applicants according to the procedures defined by the Agency/entity statistical institutes.
- i) Prepare a list of the best ranked candidates/applicants to be trained as municipal/city instructors and enumerators in accordance with defined procedures and submits such a list to the Agency/entity institutes of statistics.
- j) Informs selected candidates/applicants for municipal/city instructors and enumerators on training time and venue and taking over the methodological documents before the very training, as well as on responsibilities of the candidates to study thoroughly such documents.
- k) Organize training for municipal/city instructors and enumerators, distribute training documents and take care of effective and efficient implementation of the training.
- l) In accordance with defined procedures and under supervision of state/entity instructors, after completed training and testing of candidates/applicants, selects and appoints a necessary number of municipal and/or city instructors and enumerators, taking into consideration also some additional number of applicants (reserve number).
- m) Organize signing of service contracts and Statements on protection of confidential data with the municipal/city instructors and enumerators and issues authorizations for their work in the Census activities and operations (auxiliary forms P-5 and P-6).
- n) Take care of checking the Sketch maps and descriptions of the enumeration areas in order to determine whether the documents are complete and, if some necessary modifications/corrections are needed. If it turns out that the documents are not complete or contain mistakes, the Commission shall contact the relevant geodetic administration for the territory of the Republika Srpska and/or Institute of Statistics of the FBiH for the territory of the Federation of BiH. What concerns the Brcko District, the LSMCC shall contact Department for Public Register of the BD Government, sub-department for land register.
- o) In case of unclear and imprecise enumeration area borders, the member of LSMCC (surveyor) shall visit the field and make corrections and amendments.
- p) Organize enumeration within the enumeration areas containing bounded minefield.
- q) Organize advertising materials (posters etc.) received from the competent statistical institutions to be posted in the public places.
- r) Sort out forms from the prior enumeration by enumeration areas and deliver them to the municipal/city instructors (see part of the Methodology – Procedures with prior completed enumeration forms).
- s) Allocate enumerators by enumeration areas.

The LSMCC shall allocate enumerators by enumeration areas by filling in the „List of enumeration areas by settlements“(P-8 form).

Columns 1 – 8 in the P-8 form (name of the settlement, code/ordinal number of the enumeration area in the municipality/city, ID number of statistical area, ordinal number of the enumeration area within the statistical area, estimated number of the households and number of taken over forms P-1, P-2 from the box) are already filled in.

Allocation of enumerators shall be carried out in the following way: in the Column 9 of the form „List of enumeration areas by settlements“ the LSMCC shall fill in the **enumerator's name and surname** and in such a way the specific enumeration area is assigned to one enumerator.

When allocating the enumerators by enumeration areas an attention shall be paid to the fact that the respective **enumeration area is assigned to an enumerator who lives in the respective settlement**, that is the enumeration area not to be far from the address the enumerators lives at. In such a way each enumerator shall work in the well-known territory and respective travel costs and time needed to reach the assigned enumeration area shall be reduced.

As a rule, one enumeration area shall be assigned to one enumerator.

Exceptionally, if after visiting the field it is defined that some enumeration area is too big based on the number of units, although based on an estimation it has considerably less than 120 households, meaning that one enumerator cannot complete enumeration within the planned time period, two or three enumerators should be allocated to such an enumeration area. If the Commission decided to allocate an enumeration area (due to its size) to two or three enumerators, the name and surname of the first enumerator shall be written in the row referred to such an enumeration area, in the Column 9 (P-8 form) and, in the first empty row of the form, in the same column, the Commission shall write down the name and surname of the second and/or third enumerator and shall copy data from the Columns 1-5. In the Columns 6-8 (number of taken over forms) for the second and/or third enumerator the Commission shall write down number of taken over forms. In the column “Note” the Commission shall write “divided (split) enumeration area”.

Here, the attention shall be paid to the fact that each enumerator should receive his/her Control Book (P-3 form), that is a number of P-3 forms shall correspond to a number of enumerators allocated to “divided enumeration area”. The LSMCC shall provide the forms and boxes out of reserve. A corresponding number of the forms the LSMCC shall pack in the boxes for the first, second and/or third part of the enumeration area. It is very important to have on the box labels a number of P-1, P-2 and P-3 forms, name and code of the municipality and a number of the divided/ split enumeration area. Also, a respective part of the enumeration area (Part I, Part II or Part III) shall be written on the labels.

Also, taking into consideration the field conditions, two enumeration areas with a small number of households can be assigned to one enumerator, but such enumeration areas should be close to each other. This case usually happens in less inhabited rural settlements where the houses or group of houses are considerably distinct from each other (scattered). **If an estimated number of households for the enumeration area is less than 20, such an enumeration area should be assigned to the enumerator responsible for enumeration in any of the neighboring enumeration areas.** If, for example, the commission decided to assign two enumeration areas to an enumerator, the name and surname of the enumerator and a number of taken over forms for each of such two enumeration areas should be written on the P-8 form.

t) Performs allocation and field visits to „empty“ enumeration areas.

When allocating the enumerators a particular attention should be paid to the enumeration areas where, according to the estimation (P-8 form) there is no households. They are so-called empty enumeration areas.

Commission first should check whether all the facilities/structures are visible on the ortophoto map of the respective enumeration area and/or whether it refers to weekend-settlement where there is no permanently present households, but where there is a great number of houses used for leisure and recreation (see also description of an enumeration area).

If a weekend-settlement is concerned, such an enumeration area shall be assigned, depending on a number of buildings/houses to be enumerated, to one enumerator or large number of enumerators.

However, if structures/facilities are not visible on the ortophoto map (surfaces under pastures, meadows, cultivated fields and forests etc.) or if there are only several structures/facilities, the commission should assign such enumeration areas to enumerators responsible for enumeration in any of neighboring enumeration areas to visit such enumeration areas when they complete the enumeration in the enumeration areas already assigned to them.

If when visiting the field at least one enumeration unit (household, person, dwelling unit) is defined in such enumeration areas, the enumerator shall carry out the complete enumeration procedure in accordance with Instruction Manual for Enumerators and Municipal/City Instructors.

If when visiting the field, the enumerator identifies that an enumeration area is really empty the enumerator shall fill in only the cover page of the Control Book in such a way to write down zeros (0) in addition to identification data for the relevant enumeration area in the tables 1, 2, 3, 4 and 5 and in the space foreseen for filling in a number of correctly completed P-1 and P-2 forms.

If there are such enumeration areas in the territory of the municipality/city, when receiving the census documents from the municipal/city instructors the member of the LSMCC shall write down a remark “Empty enumeration area” on the cover page of each Control Book filled in for an empty enumeration area and shall sign it. This is to confirm that the enumeration area was checked.

u) Allocate the municipal/city instructors

The allocation of the municipal/city instructors shall also be determined by the LSMCC. When allocating the municipal/city instructors the Commission should take care to assign to one municipal/city instructor the enumerators with allocated neighboring enumeration areas and/or areas not far from each other.

In fact, it is **important to have enumeration areas so territorially distributed to enable the municipal/city instructor to visit enumerators in such areas without problems.** Also, it would be good to assign to the municipal/city instructor the EAs close to the place of residence (address) of the municipal/city instructor in order to reduce as much as possible

the travel costs and to enable him/her to have more frequent meetings with enumerators assigned to him/her.

8 – 10 enumerators should be assigned to one municipal/city instructor.

Based on the mentioned criteria, the LSMCC shall fill in the form „Records of municipal/city instructors on a number of the basic census documents” (P-12a) for each municipal/city instructor.

The form shall be filled in a way that the following data are entered in the columns 1-7: name and surname of the enumerator (Column 1), code/ordinal number of enumeration area within the municipality/city (Column 2), estimated number of the households (Column 3), number of taken over forms from the prior enumeration P-1 and P-2 (Columns 4 and 5) and number of taken over forms before enumeration (Columns 6 and 7). All data shall be copied from the P-8 form (columns 2, 5, 6, 7 and 9), except data on a number of taken over forms from prior enumeration which is to be filled in if the prior enumerated forms have already been delivered to the LSMCC office. Filled in form P-12a the LSMCC shall obligatorily print in 2 copies or make 2 copies (if the form is to be filled in manually) one copy shall hand over to the municipal/city instructor and one to the LSMCC.

First of all, P-12a form the municipal/city instructor shall use to identify the enumerators assigned to him/her and a number of taken over forms by each enumerator. In addition, this form the municipal/city instructor shall use to keep evidence on a number of the basic census forms (number of taken over forms from the prior enumeration, number of forms taken over at the beginning of enumeration, number of additionally taken over forms during enumeration and number of correctly filled in forms, cancelled and unused forms after completion of enumeration).

All changes additionally occurred (for example, replacement of enumerators, additional taking over the forms etc.) the municipal/city instructor shall record in the Column 20 (Remark) of this form.

When handing over the census documents to LSMCC the municipal/city instructor shall deliver this form also.

A copy of the filled in P-12a form, delivered by the municipal/city instructor, the LSMCC shall deliver to the Data Processing Center together with other Census documents.

v) Distribute census documents to the municipal/city instructors;

After training of enumerators the LSMCC shall hand over the boxes and other census documents to the municipal/city instructors to be delivered to the enumerators. When taking over the boxes of the enumeration areas the municipal/city instructor shall sign the column 6 of the P-12 form (records of the LSMCC on a number of the basic Census documents).

If after counting the forms the enumerator together with the municipal/city instructor finds out that in the box of the enumeration area a number of forms does not correspond to the number stated on the box, that is on the P-12a form, the LSMCC shall record the difference in a number of forms and shall attach such records to the P-12a form. In addition, the difference in a number of forms shall be recorded on the P-12 and P-8 forms in the column REMARKS. If some forms are missing for the relevant EA, the LSMCC shall hand over to the municipal/city instructor **during enumeration** a necessary number of forms out of the reserve/additional forms (columns 7 and 8 of the P-12 form), and shall insert in the column

9 of the P-12 form the hand over date. In this case the LSMCC shall check whether the municipal/city instructor recorded in the same way the difference in the number of forms, that is additionally delivered forms, on the P-12a form.

- w) Take care of all events and activities that could jeopardize the proper implementation of the census preparations and a very enumeration.

Tasks of the LSMCC during enumeration:

- a) In the LSMCC premises organize the members of the LSMCC to be on duty (9 a.m. to 9 p.m.) in order to provide all the necessary explanations and information, reception and further distribution of any additional instructions received from the Agency/entity statistical institutions. All the LSMCC members must be available all the time during the enumeration from 9 a.m. to 9 p.m.
- b) During the enumeration period (1 – 15 October) the LSMCC shall receive the „Requests to access the Personal Questionnaire“ (P-15 form), by persons for whom data were provided by other household member and who want to check their data. The LSMCC shall keep records on received Requests (P-16 form). The LSMCC shall together with the municipal/city instructor organize all eventual corrections of data in accordance with Methodology (see part – Access to Personal Questionnaire).
- c) During the first enumeration day shall check the situation and/or check whether all the municipal/city instructors and enumerators are in the field and in case of any unjustified absence shall immediately replace them.
- d) Take care that all the enumerators are provided with a necessary number and type of the basic and auxiliary forms and other needed documents.
- e) Keep records on a number of the basic census forms (P-12 form).

Any additional taking over of the census forms, during enumeration, by the municipal/city instructor, the LSMCC shall record in the columns 7, 8, 9 of the P-12 form, that is in the column „Remarks“ of the same form.

- f) In the period from 10 to 15 October, on the auxiliary P-12 form in the column 18 the LSCMM shall draft a calendar of reception of census documents from the municipal/city instructors. The LSCMM shall inform the municipal/city instructors on the date, place and time of handing over the documents.
- g) Take care on proper implementation of all the organizational instructions.
- h) Upon request of the state/entity instructor, and in case if the household refuses to cooperate with the enumerator and/or municipal/city instructor, the LSMCC member shall visit such a household and try to convince such a household to cooperate.
- i) Shall replace reasonably prevented, unprofessional or conscienceless municipal/city instructors and enumerators upon a request of the state/entity instructor.
- j) Provide all the necessary assistance to the International Monitoring Mission and authorized persons of the statistical institutions in performing their Census-related tasks.

- k) Take into consideration all the complaints of the citizens and if not able to find a solution inform the Agency/entity statistical institutions.

Tasks of the LSMCC after enumeration:

- a) After completed enumeration, together with the state/entity instructor, shall take over the census documents from the municipal/city instructors and perform all the necessary basic controls.
- compare the number of enumerated households from the cover page of the Control Book with a number of estimated households on the P-12a form for such an EA. If a great deviation occurs requests the explanation from the municipal/city instructor.
 - compare the number of the enumerated persons from the cover page of the Control Book with the number of taken over P-1 forms from the auxiliary P-12a form for such an enumeration area. If a great deviation occurs requests the explanation from the municipal/city instructor.
 - check the forms for each EA and check whether the forms are correctly sorted out (P-2 according to a sequence of records/order in the Control Book, and P-1 according to sequence of records/order in the List of persons on P-2 and check the accuracy of identification data on the enumeration forms.

If it is found out that the enumeration forms were not sorted out as requested by the Methodology and/or if the identification data were incorrect, the LSMCC in agreement with the state/entity instructor shall return the census documents to municipal/city instructor and/or enumerator to be corrected.

The LSMCC shall receive the census documents and shall prepare the first results from **16 to 20 October 2013**.

- b) During reception of the census documents delivered by the municipal/city instructor the LSMCC, under supervision of the state/entity instructor, shall check the records on the basic census forms kept by the municipal/city instructor. This shall be done by comparing data on the P-12a form with the corresponding raw and columns on the P-12 form.
- c) When receiving the census documents from the municipal/city instructor and in presence of the state/entity instructor, the LSMCC shall write down the first results by the enumeration areas in the P-9 form (shall copy data from the front page of the Control Book).
- d) After reception of documents delivered by the municipal/city instructor and after filling in the paper form of the P-9 form, the LSMCC member, in presence of the state/entity instructor shall enter the first results by enumeration areas in the application „First results by enumeration areas“.
- e) A member of the LSMCC shall not be allowed to compute results by any characteristics from the census documents, except those foreseen on the front page of the Control Book (P-3 form).
- f) Deliver to the Agency and entity statistical institution a paper form with the first results (P-9 form), signed and stamped by the LSMCC chairperson.

- g) The first Census results given on the P-9 form shall keep as an official secret and in no case shall publish them.
- h) Hand over the census documents to the authorized distributor to be transported from the municipal office premises to the Data Processing Center.

Census documents shall be packed in accordance with procedures given by the Agency and entity statistical institutions and prepared for the transport from the LSMCC to the Data Processing Center.

The LSMCC shall together with the basic census documents deliver all other filled in auxiliary/supporting forms packed in a separate pack (parcel) or in the box with a note – “Auxiliary forms”.

Delivery of the census documents from the LSMCC shall be done from **21-25 October 2013**. If before 21 October 2013, the LSMCC does not receive any information regarding delivery time of the census documents, the LSMCC shall contact the Agency/entity statistical institutions. The LSMCC shall act in a same way, if the census documents were not delivered within the exactly stated period (exact date and time of delivery).

- i) Data collected by the Census all the LSMCC members shall keep permanently as an official secret (Article 15 of the Law on Census). In particular, they shall sign the Statement on Confidential Data Protection.
- j) Shall provide data needed to calculate the fees for the Census staff.
- k) Prepare calculation of costs related to Census preparation and taking in accordance with instructions and deliver it to entity statistical institutions/ Agency for Brcko District.
- l) Propose together with the state/entity instructor the municipal/city instructors and controllers to be engaged in the Post-Enumeration Survey. Allocation of municipal/city instructors and controllers shall be performed by the BiH Agency for Statistics.

Activities	Starting date	Ending date	Responsible body
Appointment of the LSMCC members	03.06.2013.	07. 06. 2013.	Municipality/City/Assembly of the District/Municipality/City
Training of LSMCC members	06.09. 2013	07.09.2013	State/entity instructors
Invitation for a training, selected candidates for municipal/city instructors and enumerators and information on taking over the methodological documents	23.08. 2013	01.09.2013.	LSMCC
Organization of training for municipal/city instructors and enumerators	06.09.2013.	20.09.2013.	LSMCC
Distribution of training materials to the candidates for municipal/city instructor and enumerators	31.08.2013.	04. 09. 2013.	LSMCC
Selection of municipal/city instructors	10.09.2013.	10.09.2013.	LSMCC
Selection of enumerators	21.09.2013.	21.09.2013	LSMCC

Allocation of enumerators and municipal/city instructors	21.09.2013.	25.09.2013.	LSMCC
Distribution of materials to municipal/city instructors (for enumerators)	26.09.2013.	26.09.2013.	LSMCC
Keeping records on the basic Census forms (P-12)	26.09.2013.	15.10.2013.	LSMCC
Reception of materials and preparation of the first results	16.10.2013.	20.10.2013.	LSMCC
Handing over (delivery) the census documents	21.10.2013.	25.10.2013.	LSMCC
Proposal of the best municipal/city instructors and enumerators for the Post-Enumeration Survey	10.10.2013.	15.10.2013	LSMCC

1.3. State and entity instructors

The Agency and the entity statistical institutes shall perform the specified Census-related tasks via the state and entity instructors. The state instructors shall be appointed by the director of the Agency and entity instructors by the directors of the entity statistical institutes.

The state/entity instructors shall in a timely manner, correctly and efficiently perform all the entrusted tasks and shall regularly inform the Agency/entity statistical institutes on their work and census taking activities in the municipalities/cities they are assigned to.

Each state/entity instructor shall be obliged to sign the Statement on Confidential Data Protection and to have the authorization to work in Census-related activities issued by the director of the Agency and/or entity statistical institutions.

Tasks of the state/entity instructor before enumeration

- a) State/entity instructor shall thoroughly study the Methodology.
- b) Participate in the training for state/entity instructors to be organized by the BiH Agency for Statistics and entity statistical institutes.
- c) Train municipal/city instructors and the LSMCC members.

State/entity instructor shall provide an adequate training of municipal/city instructors and LSMCC members.

State/entity instructor shall:

- provide training in accordance with presentation prepared by the Agency in cooperation with entity statistical institutions
- respect time and agenda of the training;
- correctly present the Methodology;
- literally present/read questions on ethnic/national and religious affiliation and mother tongue from the Personal Questionnaire, without any free interpretation and example giving;

- keep the attention of the trainees and provide explanations through the practical examples;
 - check whether the trainees understand Census concept and methodology;
 - on a daily basis keep records on presence of the participants;
 - proper testing of the municipal/city instructors;
- d) Test the municipal/city instructors on the fifth training day and provide the LSMCC with the list of best candidates.
- e) Supervise the training of enumerators

Follow the way the municipal/city instructors train enumerators.

State/entity instructor shall supervise the following during the training of enumerators:

- training to be performed in accordance with presentation prepared by the Agency in cooperation with the entity statistical institutes,
- training time and agenda to be respected,
- Instruction Manual for Enumerators and Municipal Instructors and Methodology to be correctly presented,
- questions from the Personal Questionnaire on ethnic/national and religious affiliation and mother tongue to be literally presented without any free interpretation or examples,
- keep attention of the trainees and provide explanations through the practical examples;
- trainees to fully understand the presented Instruction Manual for Enumerators,
- keep correct records on presence of participants,
- proper testing of the enumerators.

If it is found out that the municipal/city instructor does not respect the above mentioned tasks and obligations, the state/entity instructor shall warn him/her. If the state/entity instructor estimates that the municipal/city instructor does not perform the tasks in an adequate way, he/she shall propose to the LSMCC to replace such an instructor. Proposal with explanation in writing shall be submitted to the LSMCC. The LSMCC shall forward this document to the Data Processing Center, together with the auxiliary forms.

Tasks of the state/entity instructor during enumeration

- a) Supervise implementation of instructions by all the participants in the Census.

Controls whether the LSMCC and municipal/city instructors perform their tasks in accordance with Methodology and other instructions of the Agency/entity statistical institutions.

Controls whether the enumerators perform their duties and tasks in accordance with Instruction Manual for Enumerators and Municipal/City Instructors provided by the Agency/entity statistical institutions.

If the state/entity instructor finds out that some of the participants do not act in accordance with given instructions he/she shall suggest their replacement.

- b) Performs daily control of the work of the municipal/city instructors and enumerators and, if necessary provide them with additional instructions and assistance needed.

State/entity instructor shall continuously control and estimate the work of municipal/city instructors to be able to discover any possible problems on time and take necessary measures to avoid future mistakes. Accordingly, the state/entity instructor shall perform the following activities:

Control of work of enumerator in the household (together with enumerator)

If the state/entity instructor estimates that the enumerator during enumeration does not proceed in accordance with Instruction Manual for Enumerators and Municipal Instructors, the state instructor shall supervise the work of such an enumerator in the household. The estimates can be made on the basis of the Control list of the municipal/city instructor (P-18 form) or information received by the municipal/city instructor. By supervising the work of the enumerator in the field during enumeration the state instructor shall check whether the enumerator proceeds in accordance with Instruction Manual for Enumerators and Municipal/City Instructors, how he/she fills in the forms, whether he/she asks questions in an adequate way, whether he/she is able to make a good relation with a person interviewed and whether he/she writes down correctly the answers received. If the state/entity instructor observes that the enumerator does not correctly perform enumeration, he/she shall additionally instruct such an enumerator and municipal/city instructor. In such a case the municipal/city instructor shall be suggested to particularly monitor and/or supervise the work of such an enumerator and to provide him/her with additional instructions.

After additional instructions the state/entity instructor shall check again the work of such an enumerator and if improvements are not observed he/she shall request dismissal and/or replacement of such an enumerator and if necessary the municipal/city instructor.

- Control of already enumerated units in the field (without presence of enumerator)

Based on the information received from the municipal/city instructor that the enumerator possibly fills in by himself/herself the enumeration forms, that is without working in the field and/or interviewing a household member, the state/entity instructor shall visit such households. When visiting a household the state/entity instructor shall check whether or not the enumerator visited a household and how many households and members he/she enumerated. If the enumerator did not interview a household but possesses completed forms for such a household, the state/entity inspector shall immediately request a dismissal and/or replacement of such an enumerator. Accordingly, already filled in forms shall be cancelled in presence of the municipal/city instructor and left in the box of the corresponding EA.

In such a case the state/entity instructor shall additionally check the work of the municipal/city instructor who controlled such an enumerator. If it turns out that the municipal/city instructor did not proceed according to the instructions, the state/entity instructor shall request LSMCC to replace municipal/city instructor.

- Quality control of census documents

Quality control of census documents shall be the responsibility of the state/entity instructor during the enumeration period. Control shall start in the first days of enumeration. During the first control of the work of enumerator the state/entity instructor shall check the completed forms. State/entity instructor shall make a control frequency plan, as well as the coverage control of census documents during enumeration period depending on the quality of work of enumerators and municipal/city instructors – less if there are no problems, more where problems occur and when the enumerator and municipal/city instructor need an

additional advice and information. Continuous control of census documents is aimed at obtaining the properly controlled census documents during hand over.

Particular attention shall be paid to correct recording of the addresses in the Control Book, to check whether the enumerator assigns and fills in the identification data on all the forms, ordinal numbers for the dwelling, building, household and person, whether in the table List of persons the enumerator assigned proper codes in the columns 6-10 and filled in P-1 and P-2 forms etc.

If the state/entity instructor observed that the enumerator does not work in accordance with Instruction Manual for Enumerators and Municipal/City Instructors, the state/entity instructor shall additionally instruct the enumerator and the municipal/city instructor. In such a case he/she shall repeat a control next day. If they repeat again the same mistakes, the state/entity instructor shall request the LSMCC to replace them.

If the state/entity instructor finds out mistakes and omissions he/she shall inform the enumerator and municipal/city instructor and help them to find a solution. If a problem refers to illogical completion of the census forms, the state/entity instructor shall request the municipal/city instructor to visit again together with the enumerator the household in order to get correct data.

- c) State/entity instructor is responsible to find a solution for the methodological problems which the enumerator and municipal/city instructor were not able to solve. But, if the state/entity instructor cannot solve the problem he/she shall contact the „Call center for the field operations“ located in the Data Processing Center.
- d) If the state/entity instructor finds out that the enumerator or municipal/city instructor does not respect the instructions provided by the Agency/entity statistical institutions, the state/entity instructor shall suggest the LSMCC to replace such an enumerator or municipal/city instructor. The request related to such a replacement shall be provided in writing and with explanation and shall be submitted to the LSMCC.
- e) If the state/entity instructor finds out that the enumerator or municipal/city instructor does not proceed in accordance with instructions provided by the Agency/entity statistical institutions, he/she shall suggest LSMCC to replace such an enumerator or municipal/city instructor. Request for replacement shall be in writing and with explanation and submitted to the LSMCC.
- f) If the state/entity instructor finds out that any LSMCC member does not proceed in accordance with instructions of the Agency/entity statistical institutions, he/she shall inform the Agency/entity statistical institutions.
- g) When needed the state/entity instructor shall give the enumerators, municipal/city instructors and controllers the explanations and additional instructions provided by the Agency/entity statistical institutions.

Tasks of the state/entity instructor after enumeration

- a) Supervise the work of the LSMCC when taking over the enumeration forms (documents) from the municipal/city instructors after completed enumeration.
- b) Control completeness and quality of received enumeration forms (documents).

State/entity instructor, together with the LSMCC, shall carry out the basic control of census documents:

- compare a number of enumerated households from the front page of the Control Book with an estimated number of P-12a form for the respective EA. If there is a great deviation, he/she shall request the municipal/city instructor to provide an explanation.
- compare a number of enumerated persons from the front page of the Control Book with a number of taken over P-1 forms from the auxiliary P-12a form for the relevant EA. If there is a great deviation, he/she shall request the municipal/city instructor to provide an explanation.
- check the forms from each EA and check whether they were correctly sorted out/ordered (P-2 according to the order in the Control Book, and P-1 according to order in the List of persons on P-2 form) and check the accuracy of identification data on the enumeration forms.

If it turns out that the enumeration forms were not ordered in accordance with Methodology and/or finds out incorrect identification data, the state/entity instructor together with the LSMCC shall return the enumeration forms (documents) to municipal/city instructor and/or enumerator to correct them.

- c) When receiving documents from the municipal/city instructor the state/entity instructor shall supervise the filling in of the paper and electronic forms of the P-9 form „First results by enumeration areas”, by LSMCC.
- d) State/entity instructor shall not be allowed to calculate the results by any characteristics from the documents, except those foreseen on the front page of the Control Book (P-3 form).
- e) Take care that LSMCC submits to the Agency and entity statistical institutions the paper form of the first results (P-9 form), signed and stamped by the chairman of the LSMCC.
- f) Supervise transport of the enumeration forms from the municipal office premises to the Data Processing Center (place of entry, processing and control of enumeration forms),
- g) Data collected in the Census shall keep permanently as an official secret (Article 15 of the Law on Census). Accordingly, shall sign the Statement on Confidential Data Protection.
- h) Performs other tasks in accordance with instructions provided by the Agency/entity statistical institutes.

Activities	Starting date	Ending date	Responsible body
Appointment of state/entity instructors	03.06. 2013	07. 06. 2013	The BiH Agency for Statistics/entity statistical institutions
Training of state/entity instructors	26. 08. 2013	30. 08. 2013	The BiH Agency for Statistics/entity statistical institutions
Training of LSMCC members	06. 09. 2013.	07. 09. 2013	State/entity

			instructors
Training of municipal/city instructors	06. 09. 2013	10. 09. 2013	State/entity instructors
Testing of municipal/city instructors	10. 09. 2013	10. 09. 2013	State/entity instructors
Presence at training of enumerators	16. 09. 2013	20. 09. 2013	State/entity instructors
Control of work of municipal/city instructors and enumerators	01. 10. 2013	15. 10. 2013	State/entity instructors
Control of reception of documents by LSMCC from municipal/city instructors	16. 10. 2013	20. 10. 2013	State/entity instructors
Control of filling in the P-9 forms and data entry into the application	16. 10. 2013	20. 10. 2013	State/entity instructors
Control of delivery of documents from the municipal office premises	21. 10. 2013	25. 10. 2013	State/entity instructors

1.4. Direct census staff

Direct census staff are: municipal/city instructor and enumerators.

All participants in census organization and taking are responsible for time and quality performance of the entrusted tasks.

1.4.1. Municipal/city instructors

Municipal/city instructors shall be appointed by the LSMCC.

The basic responsibility of the municipal/city instructors shall be to timely, accurately and efficiently carry out all the entrusted Census tasks.

Tasks of the municipal/city instructor before enumeration:

- a) to study thoroughly the Instruction Manual for Enumerators and Municipal Instructors;
- b) to be present at the training of municipal/city instructors when the testing shall be organized for persons hired for the Census activities and operations.
- c) to be prepared for the training of enumerators in order to better understand the presentation, way and plan of presentations;
- d) to perform training and testing of candidates applied for enumerators to ensure well-trained and skilled enumerators for proper enumeration;
- e) after training of enumerators the municipal/city instructor shall take over from the LSMCC the EA boxes for the enumerators assigned to them;

When taking over the boxes the municipal/city instructor shall sign the column 6 of the P-12 form (records of the LSMCC on a number of basic enumeration forms).

- f) distribute the census documents/enumeration forms to the enumerators;

The municipal/city instructor shall hand over to each enumerator the box and other census documents.

The box for one EA shall contain the basic enumeration forms: Control Book (P-3 form), Questionnaires for Household and Dwelling Unit (P-2 form), Personal Questionnaires (P-1 form), Sketch map of EA and a set of bar code labels with positions. Each box shall contain glued labels with printed identification data for the relevant EA (name of municipality, name of settlement, ID number of municipality/city and code/ordinal number of EA within the municipality/city). In addition to identification data the labels shall contain the number of the forms (P-1, P-2 and P-3).

When handing over the box and census documents to the enumerator, the municipal/city instructor shall count, together with an enumerator, the P-1, P-2 and P-3 forms and compare the counted number with a number stated on the label on the EA box. If the counted number and a number stated on the label do not match, the municipal/city instructor shall immediately inform the LSMCC. If a number of forms does not match, the municipal/city instructor shall take from the LSMCC **during the enumeration** or return to the LSMCC a corresponding number of forms. Additional taking over of the forms shall be recorded on the P-12a form (Columns 9 and 10), and in case of surplus forms in the Column 20 (Remarks) and in the row related to the enumerator who returned the surplus forms.

If more enumerators are hired for one EA, each enumerator shall receive a box for his/her part of the EA with the following mark „First part“, „Second part“ or „Third part“. Each enumerator shall receive a separate Control Book and on the front page of the Control Book the municipal/city instructor shall put the following mark „First part“, „Second part“ or „Third part“, depending on a number of parts the EA was divided to.

Also, if two EAs were assigned to one enumerator, such an enumerator **shall receive a box for each EA (containing a required number of forms)**.

When distributing the documents to enumerators the municipal/city instructor shall, in accordance with explanations how to fill in the Control Book given by the Instruction Manual for Enumerators and Municipal/City Instructors, explain the enumerators how to proceed in a particular specific cases (when two or three enumerators were allocated to one EA), that is how to complete the Control Book and which ordinal number of dwelling unit, household and building to start using in his/her Control Book.

In addition to a box with basic enumeration documents, each enumerator shall receive a field bag to put in: Sketch map of the EA with description of EA borders, ball pan, folder for the forms, Instruction Manual for Enumerators and Municipal/City Instructors, multi-language set of enumeration forms, auxiliary forms and other materials needed for work.

The municipal/city instructor shall, before enumeration starts in the field, check whether all the enumerators assigned to him/her had received the complete enumeration documents. If a form or other type of census material are missing and/or if there is no enough number of any form, the municipal/city instructor shall contact the LSMCC.

- g) with prior filled in forms, if any provided from the LSMCC, the municipal/city instructor shall act in accordance with a part – Procedures related to prior enumerated forms.
- h) check the Sketch maps of the EAs and if necessary amend them, that is correct mistakes in agreement with the member of LSMCC (surveyor).
- i) become very familiar with the field he/she shall work in with the enumerators assigned to him/her in order to control the coverage of all enumeration units and/or check whether the enumerator covered all the building/houses and other housing units which belong to the relevant EA.

Filed visits shall be organized before starting the enumeration and/or directly after training of enumerators. In order to ensure the complete coverage of all the enumeration units the municipal/city instructor shall, together with the enumerators assigned to him/her, visit all the EA boundaries to become familiar with the EA and/or filed to work in.

If the municipal/city instructor is not able to identify the boundaries of an EA, he/she shall immediately contact the LSMCC. All such activities shall be completed before starting the enumeration, that is by 30 September 2013 at latest.

If during the visit to EA it turns out that the names of some streets are missing or that all the buildings/houses (structures/facilities built after preparation and printing of documents) are not included, if there are no house numbers or there are some other discrepancies with the situation in the field, the enumerator shall, in cooperation with the municipal/city instructor, insert in the Sketch maps and descriptions the corresponding modifications and corrections and/or draw new structures/facilities existing in the field and missing in the Sketch map of the relevant EA and write down missing data (ID number – next ordinal number) to facilitate better orientation in the field and control of the Census coverage units.

If, during the visit to the field, it turns out that estimated number of households was incorrect and/or that there is considerably more households living in the territory of the EA or that there is considerably higher number of dwelling units than estimated (for example, when new buildings with higher number of dwellings were constructed in the EA) and that the enumerator assigned to such an EA cannot enumerate all the enumeration units within the specified time period, the municipal/city instructor shall inform immediately the state/entity instructor in order to allocate one or two new enumerators for such an EA.

- j) After training the municipal/city instructor shall prepare a detailed plan to visit enumerators in the field by days (P-10 form) and inform the enumerator about it.
- k) Municipal/city instructor shall inform the enumerators, during training, where they can find him/her (census office etc.) and give them a telephone number to contact him/her, if needed during enumeration.

Cooperation of municipal/city instructors and enumerators shall be ongoing and mutual. Enumerators shall inform municipal/city instructor about all the problems encountered during enumeration. On the other hand, the instructor shall take care of the proper behavior of enumerators towards citizens as the success of census and data quality depend at large extent on the behavior of the enumerator in the household and his/her ability to explain some questions.

- l) Keep records on taken over census forms at the **beginning of enumeration** on the P-12a form.

Municipal/city instructor shall on the P-12a form keep records on a number of taken over, correctly filled in, cancelled and unused basic enumeration forms to be returned to LSMCC after completed enumeration.

Municipal/city instructor shall warn the enumerators not to throw, tear or destroy the enumeration forms and that he/she shall keep records on every single enumerator on a number of taken over, correctly filled in, cancelled and unused forms (on a P-12a form).

Tasks of the municipal/city instructor during enumeration:

- a) continuously supervise the work of enumerators

Municipal/city instructor shall continuously control, supervise and estimate the work of enumerators to be able to discover all the problems and mistakes made by an enumerator and to take all the necessary measures to correct such mistakes and avoid future ones. It is very important to organize intensive supervision and control of enumerators during the first two days to check whether the enumerators fully respect the Instruction Manual for Enumerators and Municipal/City instructors. Accordingly, the municipal/city instructor shall perform the following activities:

- **controls the work of enumerator in the household (together with enumerator)**

By supervising the enumerator during the enumeration in the household the municipal/city instructor shall be able to know whether the enumerator respects the methodological instructions and/or explanations how to fill in the forms, asks questions in a proper way, construct a proper relationship with the person interviewed and writes correctly the answers given. This control shall be applied from the first day of enumeration. The municipal/city instructor shall monitor the work of enumerators assigned to him/her and shall control their work in the three households at least. Municipal/city instructor shall control the work of enumerators depending on quality of their work.

In particular, the municipal/city instructor shall monitor the number of cancelled Personal Questionnaires due to mistakes made when entering the answers on ethnic/national and religious affiliation and mother tongue and if he/she discovers or suspects that the enumerator cancels intentionally the forms, the municipal/city instructor shall together with enumerator check data in the household and if discovers any inconsistencies her/she shall immediately inform the state/entity instructor.

All remarks after completed control the municipal/city instructor shall enter in the P-18 form.

– **Controls already enumerated units in the field (without enumerator)**

Control of already enumerated units in the field shall mean a control of whether the enumerator really visited a household and enumerated all the persons at such address or not. By random selection the municipal/city instructor shall choose from the Control Book for the relevant EA five addresses and shall visit the households at such addresses. When visiting such households the municipal/city instructor shall check whether the enumerator visited the household and how many households and persons were enumerated. If the enumerator did not interview the household but has filled in forms, the municipal/city instructor shall immediately inform the state/entity instructor.

– **Quality control of enumeration forms/documents**

Quality control of enumeration forms shall be the responsibility of all the municipal/city instructors during the enumeration period. The control shall start on the first day of enumeration or eventually on the second day. During his/her first visit to the field the municipal/city instructor shall check the filled in forms. The quality control shall continue on a daily basis. The municipal/city instructor shall make a frequency and coverage control plan during enumeration and depending on the quality of enumerator's work – less when there are no problems, more where problems occur and enumerator needs an advice.

Continuous control of enumeration documents shall ensure the best controlled documents during hand over.

In particular, during control the municipal/city instructor shall check whether the enumerator correctly assigned the ordinal number of dwelling, household and building (columns 2, 3 and 4) in the Control Book. If it turns out that the enumerator made mistake, the instructor shall together with the enumerator make corrections fully in accordance with Instruction Manual for Enumerators, Municipal/City Instructors. Accordingly, the instructor shall take care that the corrections related to the ordinal number of the dwelling unit, household or building in the Control Book are also made in all other pertaining enumeration forms, that is P-2 and P- 1 forms (identification data).

After checking the Control Book, the municipal/city instructor shall check the Questionnaires for Household and Dwelling Unit and Personal Questionnaires to be sure that all answers were entered for all questions.

A particular attention the municipal/city instructor shall pay to P-2 and P-1 forms to check whether all identification data from the Control Book (entity/BD BiH, municipality, EA, dwelling unit, household and building) were copied to P-2 and P-1 forms.

Municipal/city instructor shall in particular check whether the Personal Questionnaire was filled in for every person listed in the List of persons on the P-2 form and whether the ordinal number from the List of persons was correctly copied to the Personal Questionnaire.

The municipal/city instructor shall check whether the sex is ticked in the proper box of the each Personal Questionnaire, whether the enumerator wrote down a date,

year of birth and the relevant PIN digits as well as whether (in accordance with remarks – arrows printed on the form) are correctly marked and filled in answers in the set of questions from 1 to 7 (set of questions „Place of residence“). In particular, the instructor shall check whether for the Question 3 a relevant code was copied for the persons who were absent from the household and/or for temporarily present persons, related to reason of presence/absence from the Column 10 of the List of persons (from P-2 form – Questionnaire for Household and Dwelling Unit), and also whether in the List of persons the codes in the Columns 7 – 10 were correctly assigned. The instructor shall check whether all data on households were correctly copied in the rows of the Control Book, whether in the Column 10 for the households engaged in the agricultural production „YES“ is written down, whether in accordance with Instruction Manual for Enumerators and Municipal/City Instructors all cases of non-response were recorded and whether a parts „To be filled by enumerator“ on all the forms were correctly filled in.

If there is a problem of illogical filling in the forms, the municipal/city instructor shall together with the enumerator return to the household to check the correct data.

– **Coverage control**

Coverage control shall be performed depending on the type of the field for which the enumerator is responsible. The municipal/city instructor shall check whether the enumerator visited all structures/facilities with the respective enumeration units in accordance with description of EA boundaries. One of ways to check is to ensure whether all the structures/facilities and all the enumeration units with given ID number on the EA Sketch map are covered by the census.

b) **Provide continuous support to the enumerator**

During enumeration the municipal/city instructor shall continuously provide a support to the enumerator and be available for the enumerators all the time during enumeration period from 9 a.m. to 9 p.m.

Municipal/city instructor shall hold regular meetings with enumerators at the specified place and time and when needed for the purpose of consultations, explanations and control of enumeration documents.

Municipal/city instructor shall, if some of the enumerators were refused by the households, visit such a household and shall try to establish a cooperation with such a household. If the household again refuses to cooperate the instructor shall inform the LSMCC and a member of LSMCC shall visit such a household and try to establish a cooperation. If the household again rejects cooperation the enumerator shall record the non-response in a way described in the Instruction Manual for Enumerators and Municipal/City Instructors.

Municipal/city instructor shall inform the LSMCC on each single case of refusal.

Municipal/city instructor shall find solution for the cases the enumerator was not able to solve. But, if the municipal/city instructor cannot find a solution (if it is not foreseen by the Instruction Manual for Enumerators and Municipal/city instructors) he/she shall contact the state/entity instructor who shall take all the necessary steps to solve such a case.

c) Undertake corrective measures

If the municipal/city instructor discovers some irregularities in the work of enumerator or improper quality of filled in forms. he/she shall:

- inform the enumerator about his/her mistakes and provide him/her with additional explanations and instructions,
- if needed, to request the enumerator to visit again the household and to correct data.

If enumerator continuously makes the same mistakes affecting considerably the coverage of enumeration units and data quality, the municipal/city instructor shall suggest to state/entity instructor to replace such an enumerator. Important mistakes are, for example: if an enumerator disclose data collected to any third party, that is does not keep data as official secret; when enumerator wrongly decides which persons to enumerate, which structure is considered dwelling unit or not; when he/she does not enumerate all the units within the assigned EA although already informed about his/her mistakes; when does not write down the answers in a way they are given by persons interviewed etc.

Request to replace an enumerator shall be supported by a written explanation and P-18 form. Such a request shall be submitted to the state/entity instructor. The state/entity instructor shall, together with one member of the LSMCC and following the request and attached records on P-18 form, visit the enumerator in the field, monitor his/her work in 1 – 2 households and shall check the filled in forms. Based on the control results they shall pass a decision whether to replace such an enumerator or not.

d) keep records on a number of basic enumeration forms **during enumeration** (P-12a form).

If more forms are needed for any EA than estimated, the municipal/city instructor shall additionally take from the LSMCC a required number of forms. Such additional forms shall be recorded in the Columns 9 and 10 of the P-12a form.

When taking over the necessary number of forms during enumeration the municipal/city instructor shall sign the P-12 form (in the Column 10) where the LSMCC keeps records on basic enumeration forms.

e) control the complete enumeration documents after completed enumeration in the field. Such a control shall be completed by 15 October at latest.

Municipal/city instructor shall set a deadline to every enumerator to complete the enumeration, depending on a size of the EA, field and other conditions, but by 10 October at latest and in some exceptional cases by 15 October.

Tasks of the municipal/city instructor after enumeration:

a) controls the enumeration forms,

Municipal/city instructor shall organize a successive hand over of the **enumeration forms/documents** from the enumerators, that is successively from the enumerators who already completed enumeration and sorted out/ordered their documents by EAs.

During hand over the enumeration documents shall be packed in the original documents storage box (the same box in which the enumerator received/taken over the basic enumeration forms) and sorted out/ordered in accordance with Instruction Manual for Enumerators and Municipal /City instructors.

After completion of the above mentioned control (corrections) of the filled in data, the instructor shall check the accuracy/correctness of the First results for the EA (on the front page of the Control Book) following strictly the explanations/instructions for the preparation of the First results for the EA given in the Instruction Manual for Enumerators and Municipal/City Instructors.

If more than one enumerator were allocated to one EA, the municipal /city instructor shall calculate the summary results for the EA and write them down in the space/field provided on the front page of the Control Book marked as „First Part“.

- b) under the supervision of the state/entity instructor the municipal/city instructor shall hand over the properly sorted out/ordered enumeration documents to LSMCC.

With properly sorted out/ordered enumeration documents (packed in the boxes) the municipal/city instructor shall hand over to LSMCC also all other filled in auxiliary/supporting forms (packed in a separate envelope), accreditations and authorizations for enumerators.

Enumeration documents shall be handed over to LSMCC according to a deadline given by LSMCC, to enable the commission to check all P-12a forms and compare them with the records kept on a number of enumeration forms (P-12).

- c) participate in the Post-Enumeration Survey, if appointed by the director of the Agency;
- d) data collected during the Census the municipal/city instructor shall keep permanently as official secret (Article 15 of the Law on Census). Accordingly, he/she shall sign a Statement on Protection of Confidential Data.
- e) if requested by the state/entity instructor the LSMCC shall perform other Census-related tasks.

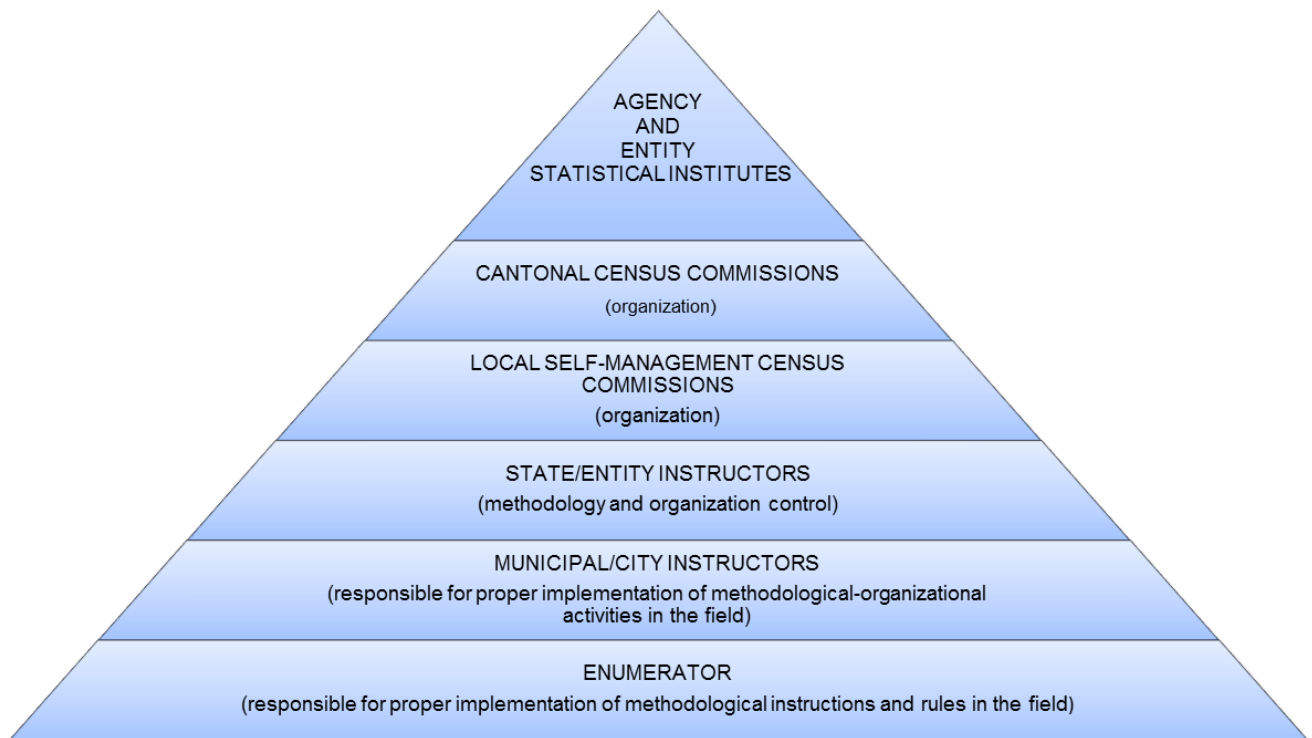
Activities	Starting date	Ending date	Responsible body
Training of municipal/city instructors	06.09.2013.	10.09.2013	State/entity instructors
Testing of municipal/city instructors	10.09.2013	10.09.2013	State/entity instructors
Appointment of municipal/city instructors	11.09.2013.	12.09.2013.	Chairperson of LSMCC
Training of enumerators	16.09.2013.	20.09.2013.	Municipal/city instructors; LSMCC
Testing of enumerators	20.09.2013.	20.09.2013.	Municipal/city instructors
Distribution of enumeration documents	26.09.2013.	26.09.2013.	Municipal/city instructors

to enumerators			
Preparation of plan to visit the enumerators (P-10)	26.09.2013.	30.09.2013.	Municipal/city instructors
Visit to field he/she was allocated to	27.09.2013.	30.09.2013.	Municipal/city instructors; Enumerators
Control of enumerators work	01.10.2013.	15.10.2013.	Municipal/city instructors
Records on basic enumeration forms (P-12a)	26.09.2013.	15.10.2013.	Municipal/city instructors
Control of municipal/city instructor work	01.10.2013.	15.10.2013.	State/entity instructors
Control of complete enumeration documents after completion of enumeration in the field	10.10.2013.	15.10.2013.	Municipal/city instructors; Enumerators
Handing over/delivery of the enumeration documents to LSMCC	16.10.2013.	20.10.2013.	Municipal/city instructors

1.4.2. Enumerators

Detailed explanations on responsibilities and tasks of the enumerators are given in the Instruction Manual for Enumerators and Municipal/City Instructors.

ORGANIZATIONAL CHART OF INSTITUTES, BODIES AND DIRECT CENSUS STAFF



2. SELECTION AND APPOINTMENT OF STATE/ENTITY INSTRUCTORS, LSMCC MEMBERS, CCC MEMBERS AND DIRECT CENSUS STAFF

The selection, appointment and training of municipal/city instructors and enumerators shall be carried out in accordance with procedures defined by the Agency and entity statistical institutions.

The Control census (the Post-Enumeration Survey) shall be conducted by the controllers selected out of enumerators. Director of the Agency shall appoint controllers and shall issue the work authorizations for them.

3. TRAINING OF CENSUS STAFF

In order to ensure the uniform procedures in interpreting the Methodology, a training of all the census staff at different levels shall be organized. Training shall be organized in accordance with procedures defined by the Agency and entity statistical institutes.

The aim of the training shall be to train all the census staff to be able to perform all the tasks and duties in the Census as defined by the instruction manuals of the Agency and entity statistical institutions. Given the staff to be trained, training shall be organized at several levels:

- training of the state/entity instructors;
- training of the CCC members;
- training of the LSMCC members;
- training of the municipal/city instructors;
- training of the enumerators and
- training of the controllers.

Training shall be organized by the relevant census authorities and bodies (Agency/entity statistical institutes and census commissions). Uniform training content, method and control of training sessions (by levels) shall be defined by the Agency in cooperation with entity statistical institutions.

4. ENUMERATION FORMS

Basic enumeration forms/documents are:

- **Personal Questionnaire** (P-1 form) – is used for data compilation on each person to be enumerated.
- **Questionnaire for Household and Dwelling Unit** (P-2 form) – is used for data compilation on each housing unit and building/house, household and agricultural activities of the household.
- **Control Book** (P-3 form) – is used for recording all enumeration units within the enumeration area and preparation of the first results for the enumeration area.

Auxiliary/supporting enumeration forms

Enumerators, municipal/city instructors, controllers and members of the census commissions (LSMCC and CCC) shall receive the following special authorizations to perform the Census-related activities/tasks:

- **Authorization for enumerator (P-5 form);**

This form is used for identification of an enumerator during his/her work in the field. The enumerator shall be obliged to present his/her ID card together with the authorization. Authorization shall be signed and stamped by the Chairperson of the LSMCC. Authorization shall be given to enumerator together with enumeration documents. After completed enumeration, but at latest by 20 October, the enumerator shall return his/her authorization together with other census documents.

- **Authorization for municipal/city instructor (P-6 form);**

This form shall be used for identification of the municipal/city instructor when working in the field. The instructor shall present his/her ID card together with the authorization. The authorization shall be signed and stamped by the LSMCC Chairperson. The municipal/city instructor shall receive the authorization after being appointed by the LSMCC. The municipal/city instructor shall return the authorization after completed enumeration, but by 20 October 2013 at latest.

- **Authorization for LSMCC member (P-6a form);**

This form shall be used for identification of the LSMCC member. Authorization shall be signed and stamped by the LSMCC Chairperson. The LSMCC member shall receive this authorization after appointment of all the LSMCC members. The LSMCC member shall bring his/her ID Card together with the authorization. The LSMCC members shall return authorizations to LSMCC Chairperson by 26 October 2013 at latest.

- **Authorization for state instructor (P-6b form);**

This form shall be used for identification of the state instructor during his/her work. The state instructor shall bring his/her ID card with this authorization. The authorization shall be signed and stamped by the Agency. The state instructor shall receive his/her authorization after being appointed by the director of the Agency. The state instructor shall return his/her authorization to the Agency after completion of his/her work, but by 26 October at latest.

- **Authorization for entity instructor (P-6c form);**

This authorization shall be used for identification of the entity instructor during his/her work. The entity instructor shall bring his/her ID card together with this authorization. The authorization shall be signed and stamped by the director of the Institute of Statistics of the Federation of BiH and/or the Republic Institute of Statistics of the Republika Srpska. Entity instructor shall receive his/her authorization after being appointed by the director of the Institute of Statistics of the Federation of BiH and/or the Republic Institute of Statistics of the RS. Entity instructor shall after completion of his/her work return this authorization to entity institute of statistics by 26 October at latest.

- **Authorization for cantonal commission member (P-6d form)**

This form shall be used for identification of the member of the cantonal census commission during his/her work. The member of the census cantonal commission shall bring his/her ID card together with this authorization.

This authorization shall be signed and stamped by the Prime Minister of the Cantonal Government. The member of the CCC shall receive this authorization after being appointed. The CCC members shall return their authorizations to the Institute of Statistics of the Federation of BiH by 26 October at latest.

In addition to authorizations all the direct census staff shall receive a special accreditations with visible basic personal data.

- **List of enumeration areas by settlements (P-8 form)**

This list the LSMCC shall use to:

- determine a necessary number of enumerators
- allocate the enumerators by enumeration areas (after selection of enumerators) and
- distribute a necessary number of enumeration forms by enumeration areas.

- **First results by settlements and enumeration areas (P-9 form)**

This form the LSMCC shall use to prepare the first results by settlements and enumeration areas for the municipality/city. Data from this form shall be entered into the application / "First results for the enumeration area" (electronic form of P-9 form).

- **Plan to visit enumerators (P-10 form)**

This form shall be filled in by the municipal/city instructor in a way to copy data from the P-12a form, from the Columns 1 and 2 (name and surname of enumerator and code/ordinal number of the EA within the municipality/city).

- **Leaflet/note on the next visit of enumerator (P-11 form)**

This form the enumerator shall fill in when he/she did not find anybody at home. The enumerator shall fill in on this form the time of the next planned visit to the household and shall leave it in the mail box of the household or at some other visible place for the household. The enumerator shall respect the time of the next planned visit. If after the third visit to the household the enumerator does not find anybody at home he/she shall write on this form under the remark the address and telephone number of the LSMCC the household should contact by 15 October at latest for the purpose of enumeration.

- **Records of the local self-management census commission on a number of basic enumeration documents (P-12 form)**

This form the LSMCC shall use to keep records on a total number of taken over enumeration forms from the prior enumeration, number of taken forms before enumeration, number of additionally taken forms, number of correctly filled in, cancelled and unused P-1 and P-2 forms, and preparation of plan of handing over the enumeration documents (separately for each municipal/city instructor).

- **Records of municipal/city instructor on a number of basic enumeration documents (P-12a form)**

The LSMCC shall prepare this form for each municipal/city instructor. This form shall contain data on enumerators assigned to one municipal/city instructor and shall be used to keep records on the total number of taken forms from the prior enumeration, number of taken forms before enumeration, number of additionally taken forms, number of correctly filled in, cancelled and unused P-1 and P-2 forms, separately for each enumerator.

The auxiliary/supporting enumeration forms are also:

- **List of addresses to which the enumerator left a Leaflet/Note (P-14 form)**

This form the enumerator shall use as a reminder when and which address he/she shall visit again to enumerate the household not prior found at home.

- **Request to access the Personal Questionnaire (P-15 form)**

The LSMCC shall print this form, if contacted by a person for whom data were provided by another household member and now wants to check or eventually correct data. The LSMCC shall deliver all the filled in forms to the Data Processing Center.

- **Records on received requests to access the Personal Questionnaire (P-16 form)**

The LSMCC shall print this form, if there is a request to access the Personal Questionnaire, and shall use it to keep records on requests received. Records on requests received the LSMCC shall deliver to the Data Processing Center.

- **Control list of the municipal/city instructor (P-18 form)**

The Control list of the municipal/city instructor shall be used to appraise the work of enumerator. It shall be filled in by the municipal/city instructor separately for each enumerator assigned to him/her.

- **Sketch map of the enumeration area with boundary description**

Sketch map of enumeration area is a geographical map with inserted structures/facilities, streets and house numbers, boundaries of the enumeration area and with description of boundaries. The enumerator shall enumerate all the units within the EA boundaries, but also those which are not inserted, if any, but for which he/she can be sure to belong to such an EA.

- **Sketch map the of statistical area and statistical area boundaries description**

Description of statistical area boundaries shall include basic data on statistical area (ID number of statistical area, name of country, name of entity, name of municipality, name of settlement, number of enumeration areas within the statistical area). The boundary of the statistical area is described in details on the lower half of the form and the streets and house numbers covered by the statistical area (if any) are given at the bottom of the form. Description of the statistical area boundary shall contain the Sketch map of such a statistical area showing the boundaries of the pertaining enumeration areas. It will serve the LSMCC to allocate the enumerators and municipal/city instructors.

- **Distribution list (P-20 form)**

Distribution list is a form based on which the distribution of enumeration documents from the printing shop to the municipalities shall be made.

5. COMPLETION OF TASKS BY CENSUS AUTHORITIES/BODIES

After completion of all the Census-related tasks, the census bodies and staff of the LSMCC shall be dismissed.

Enumerators shall be dismissed when the municipal/city instructor receives their enumeration documents.

Municipal/city instructor shall be dismissed when the LSMCC receives the enumeration documents for all the enumeration areas.

LSMCC shall be dismissed after delivery of the complete enumeration documents (and documents from the Post-Enumeration Survey) and all the necessary calculations and reports on expenditures to the Agency/entity statistical institutes.

6. CALENDAR OF ACTIVITIES TO IMPLEMENT THE CENSUS-RELATED BASIC TASKS

The table below is prepared to ensure timely and proper implementation of all the tasks related to the preparations, organization and Census taking, as defined by the Methodology and to inform all the census authorities/bodies and other staff well in advance about the deadlines defined for the implementation of the basic tasks.

Task	Responsible	Date
Training of state/entity instructors	Agency and entity statistical institutes	26.08-30.08.2013
Public advertisement to recruit Census staff	LSMCC	17.07.2013
Selection of municipal/city instructors	LSMCC with the control of the state/entity instructors	10.09.2013
Selection of enumerators	LSMCC with the control of the state/entity instructors	21.09.2013
Delivery of enumeration documents (forms, instructions, sketches...) to LSMCC	Authorized distributor	24.08-28.08.2013.
Assignment of enumerators to instructors (P-12a form)	LSMCC	26.09.2013.
Training of the LSMCC members	State/entity instructors	06.09-10.09.2013.
Training of the municipal/city instructors	State/entity instructors	06.09-10.09.2013.
Training of the enumerators	Municipal/city instructors	16.09-20.09.2013.
Preparation of plan to visit enumerators	Municipal/city instructors	26.09-30.09.2013
Visit to enumeration area and preparation of enumeration forms	Enumerator; Municipal/city instructor	27.09-30.09.2013.
Enumeration	Enumerator	01.10-15.10.2013.

Control of complete census documents after completion of enumeration in the field	Enumerator	10.10-15.10.2013.
Handing over/Delivery of enumeration documents to the LSMCC	Municipal/city instructors	16.10-20.10.2013.
Preparation of the first results (P-9 form) and entering into the application	LSMCC and state/entity instructors	16.10-20.10.2013.
Delivery of the complete documents to the Data Processing (place of entry, processing and control of enumeration forms)	LSMCC	21.10-25.10.2013.
Submission of lists of potential controllers to the Agency	LSMCC	10.10-15.10.2013.
Census Data Quality Control	Controllers	2.11-10.11.2013.

III INSTRUCTION MANUAL FOR ENUMERATION

1. WORK OF ENUMERATOR

The enumerator plays a very important and a key role in the census taking. The success of census at large depends on the behavior of the enumerator and cooperation with the citizens during enumeration, detailed and thorough understanding of the enumeration methods and procedures, fully understanding the essence of the questions contained in the enumeration forms and on the enumerator's devotion and real willingness to perform all the assigned tasks. Each enumerator shall be responsible to his/her municipal/city instructor and state/entity instructor.

Main responsibilities of the enumerator

- To participate in the training organized for enumerators, to be familiar with the Instruction Manual for Enumerators, Municipal/City Instructors, to understand method of enumeration and all other procedures required by the Census to be able to successfully fulfill all his/her tasks. After completed training the enumerators shall be tested and if successful shall be recruited for the Census operations and activities.
- To take over from the municipal/city instructor the box for the relevant EA with the P-1, P-2, P-3 forms and Sketch map of the EA. When taking over the box the enumerator shall, together with the instructor, count the forms in the box and compare them with data stated on the box label for the relevant EA. If counted number of the forms does not match with a number stated on the box, the instructor shall inform the LSMCC and in the column 20 „Note“ of the P-12a form shall record the less or surplus forms found in the box. The enumerator shall keep this box at home, that is he/she shall not take the box during enumeration in the field.

- To enumerate every person, each household and each housing unit within the EA assigned to him/her and according to this Instruction Manual. To be able to complete the enumeration within the specified time period, the enumeration (compilation of data) shall start on 1 October at 9 a.m. and shall be completed on 15 October 2013 at latest. Dynamics of enumeration shall be defined by the municipal/city instructor in agreement with the enumerator and according to the EA size, so to complete the enumeration by 10 October and in some exceptional cases by 15 October 2013 (absent households by 10 October etc.).
- The enumerator shall visit each building/facility within the assigned EA and enumerate it, as well as all the persons living in such buildings/facilities, according to explanation given in the part „Units to be enumerated“. Based on the EA size, density and terrain configuration the municipal/city instructor together with the enumerator shall estimate a number of days needed to complete enumeration. This estimation is needed by the municipal/city instructor to plan his/her activities and prepare a plan for delivery of documents.
- If an enumerator encounters a case for which he/she cannot find a solution following the Instruction Manual for Enumerators and Municipal/City Instructors and/or encounters some problems in his/her work in the field, the enumerator shall contact his/her instructor for the further instructions and shall strictly follow the instructions given by the municipal/city instructor.
- Not to allow access to enumeration documents to other persons except municipal/city and state/entity instructor, authorized personnel of the statistical institutes and members of the European Monitoring Mission.
- To hand over to his/her municipal/city instructor properly sorted out/ordered enumeration documents (filled in forms and other documents) for his/her EA within the time period specified by the instructor. If the municipal/city instructor when checking the documents discovers some mistakes and incompletely filled in forms, the enumerator shall correct the mistakes and complete the forms by revisiting the household together with the municipal/city instructor, in case they cannot be corrected in another way.
- To keep permanently data collected during the Census as official secret (Article 15 of the Law on Census). Accordingly, the enumerator shall sign a Statement on Protection of Confidential Data. Compiled individual data the enumerator shall hand over only to his/her municipal/city instructor, as well as all the enumeration forms

1.1. Tasks of enumerator BEFORE ENUMERATION

Prior to the enumeration period the enumerator shall together with his/her municipal/city instructor visit the assigned EA to identify the boundaries according to the received documents, that is to compare the situation in the field with the Sketch map. If during this preliminary visit the enumerator cannot define the field, that is where the EA to be enumerated starts and where it ends (when some buildings/facilities or group of buildings/facilities are missing), the enumerator shall inform his/her instructor about it.

When the enumerator becomes familiar with the EA boundaries, he/she shall in cooperation with the municipal/city instructor organize his/her work and visits within the EA in order not to leave out any building/facility to be enumerated in accordance with this Methodology.

The enumerator shall not enter into any military and police buildings, prisons, shelters for homeless persons and foreign embassies.

If a dwelling unit used by the embassy is not its property (ownership), the enumerator shall enumerate only the dwelling unit.

1.2. Tasks of enumerator DURING ENUMERATION

Census at large depends on how the enumerator shall explain some questions to the citizens. The enumerator shall read the questions correctly and if necessary provide additional explanations in accordance with Instruction Manual for Enumerators and Municipal/City Instructors. The enumerator shall be patient with the persons he/she is interviewing and shall construct a relation of confidence and understanding with them.

- The enumerator shall introduce himself/herself and confirm his/her identity and explain the aim of the visit.

Although the majority of citizens shall be prior informed about the Census in a different ways, the enumerator shall read to the persons to be enumerated a text already provided in the Instruction Manual for Enumerators and Municipal/City Instructors (explain aim of his/her visit) and show his/her accreditation, authorization for enumerator (P-5 form) and personal document (ID Card or passport).

He/she shall say:

- Good morning/day/evening;
 - My name is
 - (Show the authorization for enumerator, accreditation and ID Card);
 - I am visiting you on behalf of the Agency for Statistics/Institute of Statistics of the Federation of BiH/the Republic Institute of Statistics of the RS as an enumerator engaged in the Census taking;
 - The aim of the Census is to collect demographic, education, economic and other data on persons, as well as basic data on households and housing units;
 - Data I am suppose to collect shall be considered official secret and shall be used for statistical purposes only;
 - I need to talk to persons of your household able to provide me with all the necessary data;
 - In accordance with Law on Census of Population, Households and Dwellings in BiH your are responsible to provide me with accurate and correct data as required by the Census;
 - Your household may also be visited by some other authorized persons, that is persons who control my work;
 - Thank you for your cooperation and participation in the Census activities.
- **The enumerator shall entry data in the enumeration forms exactly as given by the persons enumerated.**
 - **The enumerator must not influence the person enumerated in a way to suggest or direct the answers.**
 - **Sequence of questions must not be changed compared to the sequence given on the forms.**
 - **The enumerator must not change or correct the answers without agreement of persons enumerated or change or correct them out of the household.**

If the municipal/city instructor when checking the documents discovers some incomplete answers or mistakes, which cannot be corrected in another way, the enumerator shall together with his/her instructor visit again the household and correct or amend data.

- The enumerator shall meet his/her instructor regularly in order to control the enumeration documents and shall inform his/her municipal/ city instructor on a number of enumerated units (persons, households and dwellings).

Persons to be enumerated

Answers to questions from the Personal Questionnaire (P-1 form) the enumerator shall ask from each particular person (age over 15) and, if this is not possible the answers shall be provided by an adult person familiar with such a data.

For children age under 15 data shall be provided by one of the parents, adaptor or custodian. For a child in the foster family the data shall be provided by a person taking care of the child.

For absent household members data shall be provided only by an adult persons who is a member of such a household.

In some exceptional cases, data shall be provided by legal person or custodian.

If during enumeration it turns out that a person providing data, that is answers to questions on other household members, is not sure or does not know answers at all, the enumerator shall schedule a time to talk directly to such persons and shall visit the household again. The enumerator **must respect the time** agreed for the next visit.

If all the household members are abroad and some of relatives or non-relatives (neighbor, mother, father or other relatives or non-relatives) insist such persons to be enumerated, the enumerator shall explain that such persons can be enumerated in a way as described on the website of the Agency. If by a mistake the enumerator started to fill in the forms for such persons, he/she shall cancel such forms as a person can provide data only for himself/herself and/or for members of his/her household and not for the members of other household.

Data for household and dwelling unit shall be provided by a head of household, and if not present, by an adult household member familiar with such data. If only temporarily present persons are in the dwelling unit, data on the dwelling unit shall be provided by an adult person familiar with such data.

What to do in case of vacant/unoccupied dwelling unit, refusal to cooperate or when present persons are not able to provide data?

- In case the enumerator did not find anybody in the dwelling unit or found only persons who are not able to provide data (due to illness or unknown data) or children age under 15, the enumerator shall leave a „**Leaflet/Note on the next visit**“ (P-11form) specifying time of the next visit. The enumerator shall not plan the next visit during the same day and accordingly, shall plan it during a different time compared to the first visit. The enumerator shall visit again the household at a time exactly specified on the Leaflet/Note. If enumerator does not find anybody in the dwelling unit during his/her next visit, he/she shall schedule the third visit during the next several days. At the same time the enumerator shall collect some information from neighbors to check whether anybody lives in such a dwelling

unit, or whether the household members are absent for a short or long period of time or when during a day they are present in the dwelling unit and other information to help him/her to schedule the best time of the next visit. In case the enumerator is not able to conduct enumeration after third visit, the enumerator shall inform his/her municipal/city instructor and leave again the Leaflet/Note on the next planned visit and shall **write the address and telephone number of the LSMCC so that absent persons can visit the LSMCC to provide their personal data and data on their household members.**

- If the enumerator does not find a household at the specified address even after three visits and left Leaflets/Notes, but was informed by the neighbors that somebody was living in such a dwelling unit and not be back before the end of the enumeration period, the enumerator shall inform the municipal/city instructor who shall then together with the enumerator visit each such a household to confirm the accuracy of such information. After that, the enumerator shall together with the instructor fill in **only Questionnaire for Household and Dwelling Unit (as it refers to a vacant dwelling unit)** and shall write down in the Control Book under the Remarks that such a household is absent.
- If the household refuses cooperation, the enumerator shall inform about it his/her municipal/city instructor. The instructor shall visit each household which refused to cooperate and shall try to establish a cooperation. If the household again refuses cooperation the instructor shall inform the LSMCC and a member of the LSMCC shall visit the household and try to establish a cooperation. If the household again refuses to cooperate, the enumerator shall record a refusal in the Control Book writing the exact address of the household and name and surname of the head of household, if the enumerator managed to collect such a data. Dwelling unit used by the household which refused cooperation shall be enumerated as a vacant dwelling unit and under the Column 12 (Whole household refused cooperation) of the Control Book under the ordinal number assigned to such a household shall write down „YES“. Under the Remark the enumerator shall write down that the household refused cooperation.
- If some persons in the dwelling unit refuse to be enumerated, the enumerator shall inform about it his/her municipal/city instructor. Instructor shall visit persons who refused enumeration and shall try to establish a cooperation. If they again refuse enumeration the instructor shall inform the LSMCC and a member of the LSMCC shall visit those persons and shall try to establish a cooperation. If again they refuse enumeration, the enumerator shall record a refusal in the Control Book in the row for household in which the persons refused enumeration and in the Column 11 (number of persons who refused enumeration) write down a number of persons who refused enumeration.

1.3. Tasks of enumerator AFTER ENUMERATION

After enumeration the enumerator shall:

- check and sort out/order the enumeration documents and calculate the results for his/her EA in accordance with instructions given in the part Sorting out/ordering and handing over the complete enumeration documents. The enumerator shall not calculate results under any characteristics from the documents, except those foreseen to be recorded on the front page of the Control Book;
- to hand over to his/her municipal/city instructor sorted out/ordered documents (see part Sorting out and handing over the complete enumeration documents);
- if during the checking of documents the municipal/city instructor discovers incomplete and wrong answers, which cannot be corrected in another way, he/she shall correct them by visiting again a relevant household (together with municipal/city instructor).

MAIN ACTIVITIES OF THE ENUMERATORS

Activity	Census staff	Time period
Training of the enumerators	Enumerators, municipal/city instructors	16 - 20.09.2013
Visiting the EA boundaries	Enumerators, municipal/city instructors and LSMCC members	27 - 30.09.2013
Enumeration	Enumerators	01 - 15.10.2013
First control	Enumerators, municipal/city instructors, state/entity instructors	01 - 02.10.2013
Daily controls	Enumerators, municipal/city instructors	01 - 15.10.2013
Hand over/delivery of documents	Enumerators, municipal/city instructors, state/entity instructors and LSMCC members	16 - 20.10.2013

2. WHAT ENUMERATOR SHALL DEFINE BEFORE COMPILING THE CENSUS FORMS

After establishing a contact with a person who shall provide data, the enumerator shall define (at the situation on the Census critical moment):

- how many persons live in such a household;
- are the persons in the dwelling unit members of one or several households in accordance with definition of the household provided by this Methodology;
- are there some temporarily present persons in addition to household members in accordance with definition of the household provided by this Methodology;
- are there absent household members in BiH or abroad (for example, due to work, study etc.);
- are temporarily present persons live in such a dwelling unit only;
- does the household use one or more dwelling units at the same address.

Before filling in the forms, the enumerator shall take care not to enumerate persons and dwelling units, that is those who are not subject of enumeration (see part of Methodology – Units of Enumeration).

3. ORDER OF FORMS TO BE COMPILED

The Enumerator shall fill in the enumeration forms by the following order:

1. Inside page of the **Control Book** (P-3 form), columns 1 to 6
2. **Questionnaire for Household and Dwelling Unit (P-2 form):**
 - first write identification data on the front page,
 - then List of persons (inner side of the form),
 - then data on dwelling unit and building (first page of the form)

- and at the end, data on household and agricultural activities (fourth page of the form)
- 3. Personal Questionnaire (P-1 form) – for every person recorded in the List of persons (on a P-2 form)**
- 4. Part “To be filled by enumerator ” on the Questionnaire for Household and Dwelling Unit (P-2 form)**
- 5. Part “To be filled in by enumerator ” on the Personal Questionnaire (P-1 form)**
- 6. And finally, the inside page of the Control Book other columns (7-10, and if necessary the Columns 11-13).**

Parts „To be filled in by enumerator“ on the forms P-2 and P-1 and Columns 7-9 in the Control Book the enumerator shall fill in at home after finishing the field work for such a day.

The first results for the EA, that is the front page of the Control Book, the enumerator shall fill in only after completing the enumeration in the EA.

4. CONTROL BOOK (P-3 FORM)

4.1. What is the Control Book used for?

The Control Book is a multi-purpose document and accordingly shall be filled in properly and clearly following the explanations provided by this Instruction Manual.

Each enumeration area has its own Control Book (P-3 form) and as a rule only one.

Exceptionally, when two or more enumerators are assigned to one EA, each enumerator shall keep a separate Control Book for such a part of the EA assigned to him/her (these parts shall be defined by the municipal/city instructor and he/she shall inform each enumerator about it). In such cases, next to the boxes to write down the ordinal numbers of the EA in the municipality, on the front page of the Control Book, the following shall be written down: Part I, Part II and Part III, but the first results for the whole EA shall be written down on the front page of the Control Book marked as Part I. The enumerator responsible for the first part of the EA and accordingly for the Control Book for the Part I, shall not enter the first results in the provided boxes but next to such boxes to enable the municipal/city instructor to write down the first results for the entire EA.

If two or more (small) enumeration areas are assigned to one enumerator, the enumerator shall keep a separate Control Book for each EA.

The Control Book shall also be filled in for the EAs in which neither a person nor a building/facility were identified. In such a case a „0“ shall be written down in all the fields in a part „The first results for the enumeration area.

The Control Book consists of two parts:

- „**First results for the enumeration area“ (front page) and**
- „**List of addresses and enumeration units and overview of results by households“**

4.2. First results for the enumeration area

„The first results for the enumeration area“ shall be used to, within a short period of time after completed enumeration, provide data on the number of persons, number of households (without collective ones), number of households engaged in the agricultural production, number of dwelling units (without collective ones) and number of non-responses of households and persons who, apart to all the efforts, did not want to be enumerated.

Before starting enumeration, the enumerator shall copy on the front page of the Control Book the identification data (name of the settlement, name of the municipality/city, code/ordinal number of the enumeration area within the municipality/city).

The tables 1, 2, 3, 4 and 5 are given on the front page of the Control Book and after enumeration the enumerator shall write down in these tables the summary results for the EA following the instructions provided on the front page of the Control Book and instructions provided by this Instruction Manual.

Summary data from the first page of the Control Book shall be entered in the application for the first results.

4.3. List of addresses, enumeration units and summary of results by households

„List of addresses and enumeration units and summary of the results by households“ shall enable the enumerator, municipal/city instructor and all other census staff to:

- determine whether the enumeration covered each address inside the borders of the EA;
- determine whether at the each address all the dwelling units, households and buildings were enumerated;
- determine whether the P-2 form was filled in for each filled in row in the Control Book where in the columns 2 the ordinal number of the dwelling unit was entered;
- sort out the enumeration documents as ordered in the Control Book;
- prepare the First results for the EA.

The enumerator shall fill in the inside pages of the Control Book in two separate „steps“.

First, the enumerator shall **fill in the columns (a), Columns 1-6 and if necessary the Columns 11 and 12 “Data on non-response“ and Column 13 “REMARKS”**.

The enumerator shall fill in the Columns **7-10 after filling in of the enumeration forms P-1 and P-2 is completed for each household**.

Ordinal number - column (a)

The inside pages of the Control Book have pre-printed ordinal numbers in the column (a) in the interval from 001 to 180. On the first page the ordinal numbers start from 001 to 020, on the second from 021 to 030 etc.

Address (street, house number, supplement to house number, entrance, dwelling unit number) - column (1)

The full name of the street, house number, supplement to house number, entrance, dwelling unit number are to be filled in (in the buildings/houses with numbered dwelling units) and ID number to be copied from the Sketch map of the enumeration area. If the enumerator has on the Sketch map and in the description of the enumeration area for example, written a new name of the street, but a person enumerated mentions as his/her resident address an old name of the street, the enumerator shall write down in the Column 1 the old name of the street, that is as stated by the respondent/person enumerated. At the same time, in the Column 13 (Remarks) the enumerator shall write down a „new name of the street“.

In the boxes to enter the house number the enumerator shall fill in only numerical data (number), but in the boxes to enter the supplement to house number he/she shall fill in the alpha-numerical data (letter and number). For example, - Prijedorska Street, house number - 4, supplement to house number – A, entrance – „empty field“ and dwelling unit number 14.

In case when the residence address does not have a house number (it has only the street name) the enumerator shall write down in the boxes for supplement to house number „NN“ (No Number). Also, if there is no a house number and the address is „to a number“ (for example, to a number 10) the enumerator shall write down “10” in the boxes for a house number, and in the boxes for supplement to house number „TO A NUMBER“

The field „Dwelling unit number“ in the address data refers to a number fixed on the dwelling unit door and it is not the same data as for the ordinal number of the dwelling unit, that is the code „DWELLING UNIT“ in the identification data.

Address data are to be filled for each constructed and other building/facility within the enumeration area, regardless of whether inhabited or uninhabited, that is for:

- each building/house with dwelling units or inhabited/occupied office premises,
- each other **inhabited** housing unit (shed, hut, trailer, wagon etc.),
- each building/house or other facility not inhabited/occupied (bank, shop, school, factory building, warehouse etc.),
- building used for temporary stays (hotel, rest home, hospital etc.),
- building/house under construction,
- empty land site located between the apartment buildings and which, as a rule, occupies one or more house numbers,
- building/house where an embassy is located.

In case of enumeration in the settlements with no street names and/or no numbers of the houses and dwelling units, the name of the settlement and/or part of the settlement (section, small village) shall be entered as used by the local residents.

ID NUMBER

ID number represents an unique number, from 1 to n, of the building/facility within the enumeration area.

When updating and preparing the EA Sketch maps the method of assigning the ID numbers of buildings/facility differs between the Federation of BiH, Brcko District and the Republika Srpska. In the Federation of BiH and Brcko District each house number is assigned with its ID number, but in the Republika Srpska the ID number was assigned to the building/structure (as construction whole) regardless of whether such a building/facility has several entrances and several house numbers. Accordingly, the principle to assign and enter the new ID number is explained in the following way:

Federation of BiH and Brcko District

Example:

Litva	hn	nn	2	8	10	12											
	id	26	27	28	29	30											

Street LITVA

hn – house number: on the Sketch map in red, blue or green („nn“, 2, 8, 10 and 12)

id – identification number: number of building/address within the EA, on the Sketch map in black (26, 27,28, 29 and 30)

When enumerating in the field the enumerator shall write down on the enumeration forms the address and house number according to the statement of the respondent, but an “id” shall copy from the EA Sketch map.

If during the enumeration the enumerator identifies a structure/facility marked on the Sketch map and if such a structure/facility is subject of the Census, but neither marked nor recorded in the table “Enumeration area covers the house numbers in the streets “, the enumerator shall enumerate such a structure/facility (and persons in it, if any) and shall on the Sketch map and part „Enumeration area covers house numbers in the streets “ write the address and house number, if it exists, or „nn“ and shall assign to it the next ordinal number of the ID within such an EA.

If on the EA Sketch map there is a structure/facility marked „P“ (auxiliary structures/facilities), and if there are persons living/staying there, the enumerator shall assign to such a structure/facility the next ID number and shall enumerate the persons found there according to the Instruction Manual for Enumerators and Municipal/City Instructors.

Litva	hn	nn	2	8	10	12	14										
	id	26	27	28	29	30	31										

Data entered by the enumerator

If during enumeration the enumerator identifies a structure/facility not marked on the Sketch map and if such a structure/facility is subject of the Census, the enumerator shall draw such structure/facility on the Sketch map and in the part “Enumeration area covers the house numbers

in the streets “, the enumerator shall write down the address and house number of such a structure/facility, if existing or shall write „nn“ and assign to it the next ID number. The enumerator shall draw a structure/facility on the Sketch map by hand and shall try to define approximately its location.

The enumerator shall keep records on the structures/facilities enumerated and on the EA Sketch map the enumerator may “cross” structures/facilities and/or addresses (house numbers etc.) and write down new structures and new addresses and draw new structures/facilities in the table „Enumeration area covers house numbers in the streets.

Republika Srpska

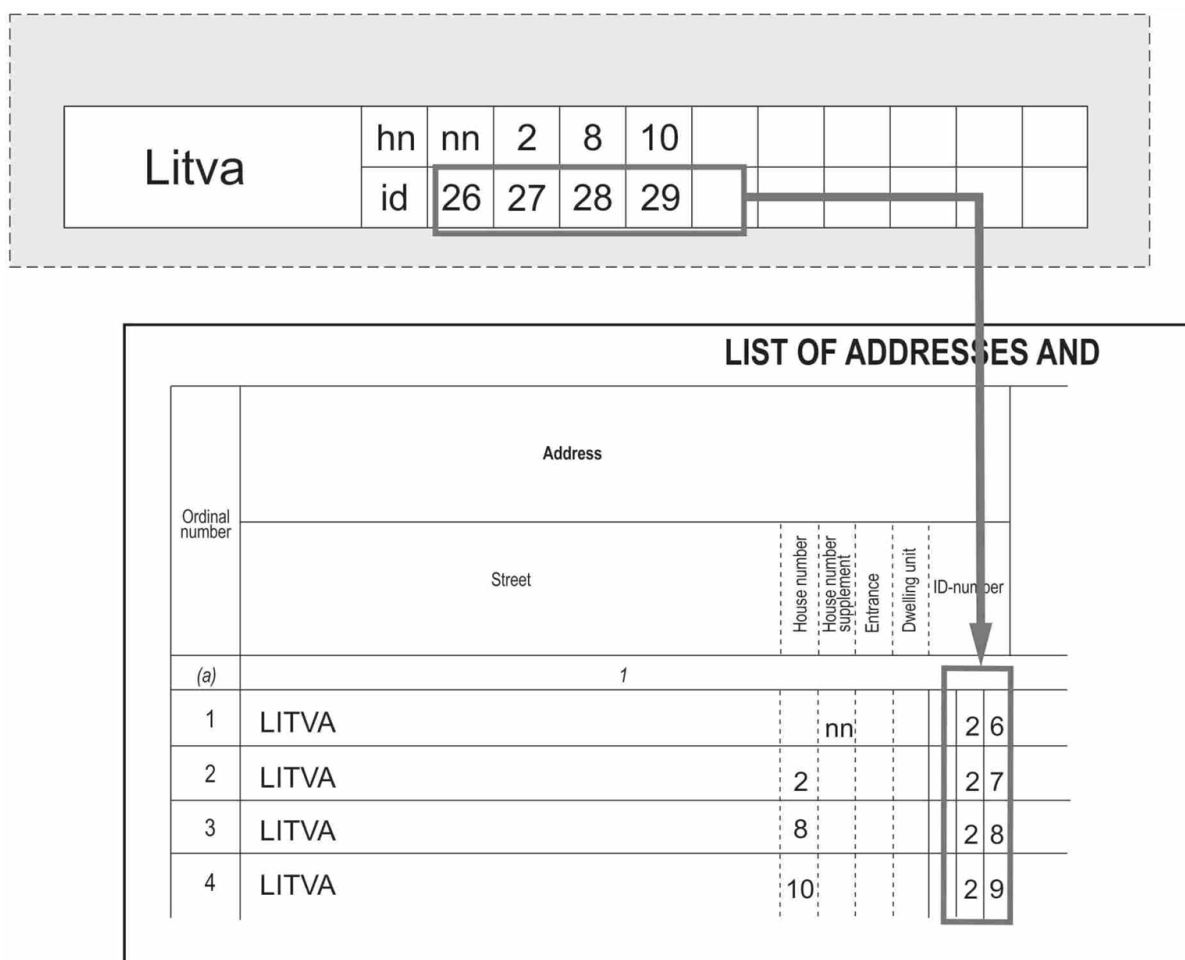
Each structure/facility marked on the Sketch map has its ID number regardless of whether it is residential, business or other structure/facility. .

On the Sketch maps such a number is marked in blue with white background and the address numbers are marked in red with white background.

As buildings/structures with addresses have also their ID numbers and in order to avoid confusion, the EA Sketch maps show only the address number and the ID number is not visible. In addition to the Sketch map there is a list of all the addresses recorded in such an EA and a list of all the ID numbers. From the given table it is clearly visible which ID corresponds to certain address. From the same table the largest ID number is easily seen. If in the field the enumerators identifies any building/structure not marked on the Sketch map, the enumerator shall draw it as a box approximately at the same location and write down next to it a new ID number following the last number used in the EA. Apart to drawing and inserting a number on the Sketch map, the same number shall be added in the table including the list of all the ID numbers. Data on ID to be filled in the forms shall be copied from the Sketch map for the building to be enumerated and/or from the table for the corresponding address on the Sketch map.

Inserting ID – number in the Control Book (inside page)

After inserting the address data in the Column 1 of the Control Book (street, house number, supplement to house number, entrance and dwelling unit number), the enumerator **shall** copy the existing and/or assigned ID number from the table “Enumeration area covers house numbers in the streets” from the Sketch map of the EA.



Columns 2, 3 and 4

To correctly fill in the columns 2, 3 and 4 the enumerator shall strictly follow definitions of the dwelling unit, household and building.

Dwelling unit

In terms of construction a dwelling unit is an enclosure intended for habitation, regardless of whether at the census critical moment is used only for habitation; habitation and professional activities; only for professional activities; leisure and recreation, or whether it refers to uninhabited but in terms of construction a structurally stable dwelling unit.

A dwelling unit as an enclosure, in terms of construction, consists of one or several rooms (4 or more square meters) with adequate auxiliary rooms (kitchen, pantry, anteroom, bathroom, toilet etc.) or without auxiliary rooms and with one or several separate entrances.

Apart to dwellings in terms of the given definition, the Census shall cover other inhabited rooms or structures/facilities, not intended for habitation, but used for habitation during the Census such are: inhabited office premises, other housing units (huts, cabins, logs, caravans, barns, mills, tents etc.), as well as collective premises and/or collective living quarters (premises intended for habitation of a large group of individuals or several households. All premises of the collective (institutional) dwelling unit (residences for students, Madras, convents, monasteries etc) shall be

enumerated as one enumeration unit, regardless of whether located in one or several buildings/houses.

Household

Every **family or other community of persons (multi-person household)**, that is a group of two or more persons who combine to occupy the whole or part of a housing unit and provide themselves with food and possibly other essentials for living is considered a household. Members or such a group may pool their incomes to greater or lesser extent.

A person who lives alone (**„one-person household “**), that is a person who lives alone in a separate housing unit or who occupies, as a lodger, a separate room (or rooms) of a housing unit but does not join with any of the other occupants of the housing unit to form a part of multi-person household is considered a household.

Persons who study in the place of the Census and live in legal marriage or consensual union (for example, student marriages) are considered a household.

Persons without permanent address, but present at the census critical moment in the settlement, such are **nomads and homeless persons** are considered a household.

A household is also considered a **collective household (institutional household)**, comprising of persons whose need for shelter and subsistence are being provided by an institution. An institution is understood to be a legal body for the purpose of long-term inhabitation and provision of services to a group of persons. Institutional households include establishments for permanent care of children and adults, monasteries - convents, nursing homes for patients with incurable diseases, people's homes, persons accommodated in foster families (if more than 10) etc.

Exceptionally, the foreign students in the residences for students shall be considered collective (institutional) household.

Household may **consist of one or more families** and may include the members who do not belong to any family in the household to be enumerated. Also, there may be households **without a family** (one-person household, as well as a household consisting of relatives (brother and sister without parents) or of non-relatives who pool their incomes to provide themselves with the essentials for living).

Family

A family is a union only consisting of married couple or partners in informal union or of parents (both or one) and their children.

Child refers to a blood, adopted or step son or daughter, regardless of ages and marital status, who lives in the household with one or both parents, provided that he/she does not have legal/consensual partner or its own children in such a household.

Building/House

A building/house is every constructed facility with external walls, roofed and with one or more entrances (with one or several house numbers). A building/house can be used for habitation, business activity or for storage/keeping of material goods.

A building/house is every construction which does not fulfill the above mentioned construction requirements (for example, does not have four permanent walls, but has a shape of building and is intended for habitation, business activity etc. It is for example, building/house detached to another building/house using its walls as its own third and/or fourth wall; building/house detached or partially constructed in the earth slope or rock etc.

Separate building/house is every self-standing building/house and if the houses are attached to each other (for example, if the houses are attached by one side or if there is a row of terraced houses), each house separated from other houses by fire wall constructed from the roof to the basement is considered separate building/house. If there is no fire wall, the attached or connected units are considered separate buildings/houses, if provided with own entrance, own installations and water supply systems, power supply system etc. and which may be used separately.

Ordinal number of a dwelling unit (column 2)

The three-digit ordinal numbers shall be entered in the column 2 for each dwelling unit enumerated in the EA (for each dwelling unit inhabited or vacant or with temporarily present persons, for each inhabited business premises, for each other improvised unit such as a tent, wagon, shed, garage, hut etc, for homeless persons, as well as for every collective dwelling unit).

Dwelling unit ordinal numbers shall be entered in all the three pre-printed fields in the following way: 001, 002, 003 etc. to 009, then 010, 011 etc., for all dwelling units except collective dwelling units where the ordinal number starts with 9 (901, 902...999 etc.). For each new dwelling unit to be enumerated the next ascending ordinal number shall be assigned.

If in one dwelling unit there are two or more households, for all the households the same dwelling unit ordinal number shall be entered.

The ordinal number 001 the enumerator shall assign to a dwelling unit to be first enumerated, then ordinal number 002 for the next dwelling unit and after that the enumerators shall continue with assigning the ordinal numbers until the ordinal number of the last enumerated dwelling unit in the EA.

The ordinal number 901 the enumerator shall assign to the first collective dwelling unit regardless of whether recorded in the first row of the column (a) or in any other row.

After entering the ordinal number of the collective living quarter the enumerator shall continue with numeration entering the next ascending ordinal number. For example, if the first collective living quarter is the third by order identified in the EA, then in the column 2, in the third row the enumerator shall enter 901 not 003 or 903. The next dwelling unit enumerated, but which is not collective living quarter, shall have the ordinal number 003.

Next collective living quarters shall get the ordinal numbers 902, 903 etc.

If due to a size of any EA, two or three enumerators are allocated, the ordinal numbers shall be assigned in the following way:

Dwelling unit ordinal number		
	Dwelling unit	Collective living quarter
First part of the enumeration area	001- 299	901-929
Second part of the enumeration area	301-599	931-959
Third part of the enumeration area	601-899	961-999

One enumeration area, due to its size, may be assigned to three enumerators only.

Ordinal number of a household (Column 3)

Before assigning the ordinal number to the household the enumerator shall check with the respondent/person providing data, whether one or more households live in such a dwelling unit. Only after that, the enumerator shall fill in the three-digit number in the Column 3 for a household in the dwelling unit.

Ordinal numbers for a household shall be filled in all the three pre-printed fields in the following way: 001, 002, 003 etc., followed by 010, 011 etc. For every new household to be enumerated the enumerator shall assign the next ascending ordinal number.

Ordinal number 001 the enumerator shall assign to the household which is first enumerated, 002 to the second one, continuing with the ordinal numbers up to the ordinal number of the last household enumerated in the enumeration area.

The enumerator shall assign the ordinal number 901 to the first identified collective household, regardless of whether it is recorded in the first row of the column (a) or in another one.

After entering the ordinal number of the collective household the enumerator shall continue with numeration entering the next ascending ordinal number of the household. For example, if the first collective household identified by the enumerator is the fifth household by order in the enumeration area, in the Column 2, in the fifth row the enumerator shall enter number 901, neither 005 nor 905. The next enumerated household, which is not collective household, shall receive the current ordinal number of the household, that is 005.

The next collective households identified by the enumerators shall receive the ordinal numbers 902, 903 etc.

If two or three enumerators are assigned to one enumeration area due to its size, the ordinal numbers shall be assigned to the households in the following way:

Household ordinal number		
	Private households	Collective households
First part of the EA	001- 299	901-929
Second part of the EA	301-599	931-959
Third part of the EA	601-899	961-999

Ordinal number not assigned

Ordinal number of a household shall not be assigned when there is not household in the dwelling unit (in terms of household definition), that is the enumerator shall **write 000** in the **Column 3** in the following cases:

- When vacant – uninhabited dwelling unit is enumerated, or when the enumerator knows that it is a dwelling unit of an absent household being a year or more abroad and nobody of such household members was present in the dwelling unit;
- When one household uses two dwelling units at the same address, the enumerator shall write 000 in the row for the second dwelling unit and in the column for the household ordinal number (in the row for the first dwelling unit the household received the current ordinal number);
- When dwelling is occupied only by temporarily present persons whose place of usual residence is in another settlement in BiH (where their household lives in) and they are at the place of enumeration due to work or study;
- When the dwelling unit is occupied only by temporarily present persons from abroad (citizens of BiH who with their household or as a one-person household live abroad, who are in a short visit to BiH, or foreigners with residence permit present in BiH less than a year and without intention to stay more than a year);
- When the dwelling unit is used only for business activities, leisure or recreation or during the seasonal works in agriculture);
- When the whole household refused enumeration.

Ordinal number of a building (Column 4)

Ordinal number of a building shall be assigned to every structure/facility which by definition is considered building/house, but provided that it contains one dwelling unit at least.

Ordinal numbers for building shall be entered in the column 4, in all the three pre-printed fields and in the following way: 001 (for the first building where the dwelling units and households were enumerated), 002 (for the other building), 003 etc., followed by 010, 011 etc.

Ordinal number shall be assigned also for a building/house representing a collective dwelling unit as well as for the building/house where the collective household is accommodated.

For every particular building/house, according to the given definition and if there is at least one dwelling unit, a separate ordinal number shall be assigned.

Ordinal number shall be assigned to the building/house under construction with at least one completely finished and occupied dwelling unit.

Ordinal number not assigned

Ordinal number of a building shall not be assigned to other structures/facilities which are not building/house but are used for habitation. In such cases, the enumerator shall enter in the pre-printed fields „000“. Also, ordinal number of a building shall not be assigned when enumerating the “homeless in the street”.

All other structures/facilities identified in the enumeration area shall be recorded in the Column 1, but shall not be enumerated and/or shall not receive ordinal number. For such structures/facilities the enumerator shall write dashes in the columns 2, 3 and 4 (hotels, banks, hospitals etc.).

If the housing units used by one household are located in two buildings/houses, and such units are enumerated as one dwelling unit, then the enumerator shall assign the ordinal number only to the building/house where the main rooms of the dwelling unit are (in such a case only one ordinal number shall be assigned). This is a case when one household uses additional room or kitchen over the entire year, a room or a kitchen which is physically separated from the main room of the dwelling unit (it is located in another building/house on the same land site or in the same building/house but with a separate entrance. Thus, such a room or kitchen shall be enumerated as a part of the dwelling unit, not as a separate dwelling unit.

If two or three enumerators are allocated to one enumeration area due to its size, the enumerator assigned to the **first part** of the enumeration area shall start with numeration of the building in that part using the ordinal number **001**; the enumerator **in the second part** of the enumeration area shall assign to his first building the ordinal number **301**, to the next building/house 302 and continues with the next ordinal numbers, but the enumerator working **in the third part** of the enumeration area shall start assigning the ordinal numbers with **601** and continue until the last building/house in his part of enumeration area.

If one building is assigned to two or three enumerators (skyscraper, multistory building with several entrances), they shall enter **the same ordinal number of the building** following the prior agreement with the municipal/city instructor.

Unlike the ordinal numbers of the dwelling units and households, the ordinal number of the building does not have to follow the continuity since the enumerator may return to the same building/house to enumerate the households not found there before.

It is important that **all the dwelling units located in the same building/house must have the same ordinal number of the building** (in the case when in the meanwhile the enumeration was interrupted in one building/house and continued in another building).

Examples to assign the ordinal numbers to dwelling units, households and buildings

Example 1:

If **one household** lives in the first dwelling unit to be enumerated in an enumeration area and located in the building/house, the ordinal number "001" shall be assigned to the dwelling unit and ordinal number "001" shall also be assigned to household.

1	Street „X“	hn	suppl	entr	dw.no	ID-number	Ordinal number of the								
							dwelling unit (column 2)			household (column 3)			building (column 4)		
		x	x	x	x	x	0	0	1	0	0	1	0	0	1

Example 2:

If in the next dwelling unit, located in the building/house, two households live, the enumerator shall assign to each household in the Column 3 the ascending ordinal number. In the Column 2, in the row where the first household is recorded, the enumerator shall assign the following ordinal number of the dwelling unit, but with the second household the enumerator shall repeat the same ordinal number. The building shall be assigned the ascending ordinal number which shall be repeated for the first and for the second dwelling.

In the Control Book it shall look as presented below:

	hn	suppl.	entr.	dwl.no	ID-number	dwelling unit (column 2)			Ordinal number of the household (column 3)			building (column 4)			
2	Street „X“	x	x	x	x	x	0	0	2	0	0	2	0	0	2
3	Street „X“	x	x	x	x	x	0	0	2	0	0	3	0	0	2

Example 3:

If a household uses two or more dwelling units at the same address (in the same building/house or in another building/house in the same yard, with the same house number or without the number), the enumerator shall assign to each dwelling unit a new ordinal number and shall write it down in the Column 2, and in the Column 3 in the row of the first recorded dwelling unit of such a household, the enumerator shall assign the ordinal number of the household. For other dwelling units used by the household the enumerator shall write down the ordinal number of the household “000” (as one household cannot be enumerated in two or more dwellings).

In the above mentioned case, the first ordinal number the enumerator shall assign to the biggest and the best dwelling unit, and shall write down the household ordinal number, and then the enumerator shall assign the next ordinal numbers to other dwellings.

If this example were continuation of the previous ones, in the Control Book it should look as below:

:

	hn	suppl.	entr.	dwl.no	ID-number	dwelling unit column 2)			Ordinal number of the household (column 3)			building (column 4)			
4	Street „X“	x	x	x	x	x	0	0	3	0	0	4	0	0	3
5	Street „X“	x	x	x	x	x	0	0	4	0	0	0	0	0	3
6	Street „X“	x	x	x	x	x	0	0	5	0	0	0	0	0	3

Example 4:

If in the next dwelling unit located in the building/house there is no household (vacant/unoccupied dwelling unit), the following shall be written in the Control Book:

	hn	suppl.	entr.	dwl.no	ID-number	dwelling unit			Ordinal number of the household			building		
--	----	--------	-------	--------	-----------	---------------	--	--	------------------------------------	--	--	----------	--	--

							(column 2)	(column 3)	(column 4)
7	Street „X“	x	x	x	x	x	0 0 6	0 0 0	0 0 4

In this case, the enumerator shall write down in the Column 13 (Remarks) the type of the “vacant/unoccupied” dwelling unit, that is whether it is a vacant/unoccupied dwelling unit or some temporarily present persons live there due to work, study or it is a country house.

Example 5:

Household composed of displaced persons or refugees accommodated in a building/facility for such persons, the enumerator shall enumerate as a private household in the collective living quarter. In such a case, (it is assumed that the enumerator shall continue with filling in the Control Book), in the Column 2 for the ordinal number of the dwelling unit, the enumerator shall write down the three-digit ordinal number for the collective living quarter and as it is the first collective living quarter in the enumeration area, the enumerator shall assign the ordinal number 901 (not 007), and in the Column 3 the current ordinal number of the household (in this case 005), and in the Column 4 the ordinal number of the building shall be 005.

		hn	suppl.	entran.	dwl.no	ID-number	dwelling unit (column 2)	Ordinal number of the household (column 3)	building (column 4)
8	Street „X“	x	x	x	x	x	9 0 1	0 0 5	0 0 5

Note: The enumerator shall act in the same way, if he/she in the residence for students or old people home identifies a household comprising of marital union of two students or two pensioners who live in the room of the collective living quarter (or in some other premises which do not meet the definition of the dwelling unit).

Example 6:

Enumerator identified the residence for students (or boarding school occupied by pupils). In the Column 2 the enumerator shall write down the three-digit ordinal number of the collective living quarter “902” (this is the second collective living quarter in the enumeration area), and as it is not an institutional household (but only persons who temporarily live there during study), the enumerator shall assign in the Column 3 the ordinal number “000” for the household. The ordinal number assigned to the building shall be “006”.

		hn	suppl.	entran.	dwl.no	ID-number	dwelling unit (column 2)	Ordinal number of the household (column 3)	building (column 4)
9	Street „X“	x	x	x	x	x	9 0 2	0 0 0	0 0 6

If foreign students reside in the same residence for students (students dormitory), they will be enumerated as an institutional household in the collective dwelling unit. Since it is the same collective dwelling unit, the ordinal number of the collective dwelling unit shall be the same as in the previous example, and the institutional household will be assigned the ordinal number 901 since it is the first institutional household in the enumeration area, while the ordinal number of the building will be repeated.

10	Street „X“	x	x	x	x	x	9 0 2	9 0 1	0 0 6
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Example 7:

If the enumerator identifies in his/her enumeration area an institutional household, for example, a convent of nuns, the ordinal number of the dwelling unit in the Column 2 shall be “903”, the ordinal number of household shall be “902”, and the ordinal number of the building shall be “007”.

	hn	suppl.	entran.	dwl.no	ID-number	dwelling unit (column 2)	Ordinal number of the household (column 3)			building (column 4)		
11		x	x	x	x	9 0 3	9	0	2	0	0	7

Example 8:

If, for example, the nuns used to live in the dwelling unit (assuming that the enumerator identified such a case), regardless of the number of persons, the enumerator shall assign to the dwelling unit the current ordinal number (007), and shall assign to the household the ordinal number 903 (since this is the third institutional household in the enumeration area). The ordinal number of the building in this case is 008.

	hn	suppl.	entran.	dwl.no	ID-number	dwelling unit (column 2)	Ordinal number of the household (column 3)			building (column 4)		
12		x	x	x	x	0 0 7	9	0	3	0	0	8

Example 9:

The enumerator identifies a household accommodated in another housing unit (in case their dwelling unit was destroyed by a fire and they accommodated themselves in a garage as there are neither living conditions in the dwelling unit nor they have funds to reconstruct it). In this case, and despite the fact that a garage does not meet minimum requirements of the dwelling unit by definition, the enumerator shall assign the ordinal number to the dwelling unit and household, and shall write down “000” as the ordinal number of the building.

	hn	suppl.	entran.	dwl.no	ID-number	dwelling unit (column 2)	Ordinal number of the household (column 3)			building (column 4)		
13		x	x	x	x	0 0 8	0	0	6	0	0	0

Example 10:

At the next address, **in an individual building/house there are two dwelling units**, and the enumerator shall enumerate one household (for example, a married couple).

A person from this household informs the enumerator that the other dwelling unit in that building/house belongs to his/her son who has been living abroad with his family for several years. The entire family of his/her son has BiH citizenship and has not deregistered their residence in BiH. In this case the enumerator shall inform the household that these persons may be enumerated using the form available on the website of the BiH Agency for Statistics.

Other dwelling unit (which belongs to the household abroad) shall be enumerated as a vacant dwelling unit and there is **no need to fill in the Personal Questionnaires (P-1) for these persons.**

hn	suppl.	entr.	dwl.no	ID-number	dwelling unit	Ordinal number of the household			building		
----	--------	-------	--------	-----------	---------------	------------------------------------	--	--	----------	--	--

							(column 2)			(column 3)			(column 4)		
14	Street „X“	x	x	x	x	x	0	0	9	0	0	7	0	0	9
15	Street „X“	x	x	x	x	x	0	1	0	0	0	0	0	0	9

Example 11:

At the following address the enumerator identifies **only persons** who has been living abroad or in another place in BiH more than a year, and they are present **at the Census place** due to sojourn, visiting dwelling unit or due to other reasons. These persons the enumerator shall enumerate as temporarily present persons at the Census place, that is in the Column 2 the enumerator shall enter the next ordinal number of the dwelling unit and in the Column 3 for the household ordinal number the enumerator shall enter “000”. The Personal Questionnaires shall be filled in for all these persons taking care that given the first question they cannot be considered household members as they are only temporarily present in the Census place.

		hn	suppl.	entr.	dwl.no	ID-number	dwelling unit (column 2)			Ordinal number of the household (column 3)			building (column 4)		
16	Street „X“	x	x	x	x	x	0	1	1	0	0	0	0	1	0

Example 12:

At the next address the enumerator shall enumerate the household of superintendent located in the IV Primary School. In this case the ordinal number of the dwelling unit, household and building shall be the next current ordinal number.

		hn	suppl.	entr.	dwl.no	ID-number	dwelling unit (column 2)			Ordinal number of the household (column 3)			building (column 4)		
17	Street „X“	x	x	x	x	x	0	1	2	0	0	8	0	1	1

Note: The enumerator shall proceed in the same way, if in a hotel room there is a one-person or multi-person household.

Example :13

If the enumerator is supposed to enumerate a homeless person „in the street“ the ordinal number of the dwelling unit in the Column 2 shall be 013, and the ordinal number of the household shall be 009. The ordinal number of the building shall be 000.

		hn	suppl.	entr.	dwl.no	ID-number	dwelling unit (column 2)			Ordinal number of the household (column 3)			building (column 4)		
1	Street „X“	x	x	x	x	x	0	1	3	0	0	9	0	0	0

Example how to enumerate the homeless persons in the shelters for homeless

When enumerating the homeless persons in the shelters for homeless the enumerator shall enumerate such persons as an institutional household in the collective living quarter. In this case

the ordinal number of the dwelling unit and household shall be 904 (as this is the first part of the enumeration area), and the building ordinal number shall be 012.

	hn	suppl.	entr.	dwl.no	ID-number	dwelling unit (column 2)			Ordinal number of the household (column 3)			building (column 4)		
1	Street „X“	x	x	x	x	9	0	4	9	0	4	0	1	2

In the Questionnaire for Household and Dwelling Unit for the question „Type of housing unit“ the enumerator shall mark the modality „Homelessness“ and for the Question 23 „Type of ownership“ the enumerator shall mark the modality „Other“

Name and surname of the head of household (column 5)

For every household with assigned ordinal number the enumerator shall in the Column 5 write down the name and surname of the head of household according to the statement of the respondent. **Name and surname of the head of household** shall be copied **in the first row of the „List of persons“** on the inside page of the Questionnaire for Household and Dwelling Unit (P-2 form).

Head of household may be any adult household member, regardless of sex and age, that is a person to who the relationship between household members could be easily determined. Therefore, if the enumerator shall enumerate the multi-person family household in which in addition to members of a nuclei family (married couple or in consensual union with or without children) some other relatives or non-relatives live, it is desirable to select as a head of household one of the partners (husband or wife).

A person who is absent from the household during enumeration as he/she has been working abroad a year or more **must not be** selected as a head of household.

If there is no household at all in the dwelling unit, that is when in the Column 3 (household ordinal number) „000“ is entered, the enumerator shall in the Column 5 write a dash (-) and not name and surname of the dwelling unit owner (for example, if the dwelling unit is vacant or if there are some temporarily present persons).

For collective dwelling units (living quarters) regardless of whether the institutional households live in or reside there temporarily, as service users, persons for whom such an institution is a place of usual residence, the enumerator shall write down the name of institution instead of the name and surname, for example „Residence for students Bjalave“

For hotels, resorts, hospitals and other facilities not intended for habitation and without permanently living persons, as well as for every building/house and other facilities (warehouse, factory building etc.) or an empty construction site occupying one or more house numbers, instead of the name and surname the enumerator shall write down the relevant name, for example, Hotel „Europa“, „State Hospital“, „Pediatric Clinic“, VI Primary School, empty land site etc.

However, if in one of these facilities there is permanently accommodated one-person or family household (for example, in the Hotel Europa or a household of a superintendant is accommodated in the school or displaced persons accommodated in the facility intended for accommodation of displaced persons), in the next row of the Control Book (same address) in the Columns 2, 3 and 4 the enumerator shall assign the current ordinal numbers of the dwelling unit, household and building, and in the Column 5 the enumerator shall write down the name of the head of household

instead of the name of institution. The enumerator shall identify whether there are permanently accommodated persons in every hotel or similar facilities.

Number of cell/fixed land line phone – Column 6

The enumerator shall write down the number of the fixed land line phone (with an area code) or a number of the cell phone of the respondent/person who provided data (or one of them). If a household does not have a telephone or does not want to give telephone number, this column shall be left empty.

Columns 7-10 u “List of addresses and enumeration units...” shall be filled in only after the enumeration forms are completed (P-2 and P-1).

Number of persons recorded in the List of persons - Columns 7-9

The total number of persons recorded in the List of persons on the P-2 form, that is the total number of completed Personal Questionnaires, shall be recorded in the Column 7 for each dwelling unit and/or each household.

A number of enumerated household members from the Column 4 of the List of persons (P-2 form) shall be entered in the Column 8.

A number of household members for whom in the List of persons in the Column 10 „Reason of absence/presence“ the code 5, 7 or 9 is entered shall be recorded in the Column 9.

If the answer to Question 28 of the P-2 form is „Yes“ , the enumerator shall write down „Yes“ in the Column 10 of the Control Book

If the answer to Question 28 „Did your household use/cultivate agricultural land for the agricultural production and/or breed cattle on the Census day...“ during the last 12 months is marked as „Yes“ on the P-2 form, the enumerator shall in the Control Book, in the Column 10, in the row referred to this household write „Yes“ (an explanation is also provided on the last page of the P-2 form in the part „For enumerator“). Otherwise, this column shall be left empty.

Data on non-response – Columns 11 and 12 of the Control Book

Refusal of any or all the persons in the dwelling unit to be enumerated is considered non-response.

Data in these columns the enumerator shall enter even, if after all invested efforts of the municipal/city instructor or LSMCC these persons were not enumerated.

If only some particular persons refused to be enumerated, the enumerator shall enter „1“, „2“, „3“ (a number of persons who refused enumeration) in the Column 11.

If all the persons in the dwelling unit refuse enumeration, the enumerator shall write down „YES“ (the whole household refused enumeration) in the Column 12.

If the enumerator identifies that there is only one person living in the dwelling unit, and such a person does not want to be enumerated, such a case shall be recorded as a refusal of the household (in the Column 12 the enumerator shall write „YES“), as a person who lives alone is considered one-person household.

NOTE – Column 13 of the Control Book

In his column the enumerator shall write down his/her comments to explain some specific situations identified in the field. For example, if all the household members are abroad during the Census period, and the enumerator was informed by neighbors or other persons that all the household members were abroad, in the specified part of the column he/she shall write down „the whole household is abroad“; but if the enumerator additionally identifies that a household lives in the dwelling unit, and not temporarily present persons he/she shall write down „additionally identified that it concerns household“; if the enumerator enumerated two households and additionally identified that one household is concerned, he/she shall write down „additionally identified that one household is concerned; if foreign citizens live in a dwelling unit and work in the international organizations (not subject of the Census), the enumerator shall write a note „foreign citizens working for international organizations are living in“ etc.

Additionally recorded and corrected data in the “List of addresses and enumeration units...”

If the enumerator omitted or made a mistake when enumerating dwelling unit or household, he/she shall follow one of the methods below:

- When the enumerator (accidentally or for justified reasons) failed to enumerate the entire building, dwelling units and households in such dwelling units, the enumerator shall enumerate such enumeration units as the next ones he/she identified in the enumeration area (starting from the first empty row), but taking into account the ordinal number of the building, if he/she already conducted the enumeration in it. The same building must have the same ordinal number, and shall write down the correct address in the Column 1. Accordingly, when the enumerator returns to the building, in which he/she has already enumerated other dwelling units and households, in order to enumerate omitted dwelling unit and household as there was nobody in the dwelling unit when he/she visited it for first time, the ordinal number of the dwelling unit in the Column 2 shall follow the last enumerated dwelling unit in the enumeration area; the enumerator shall do the same with the ordinal number of the household, and in the Column 4, he/she shall write down the ordinal number already assigned to the building when he/she conducted enumeration of other dwelling units and households in such a building;
- When the enumerator omitted to enumerate the second (third, etc.) household in a dwelling unit in which he/she has already enumerated one household, the enumerator shall cross out all the data in the row that refer to the already enumerated household and in the first empty row he/she shall copy the data from the crossed out rows (Columns 1 and 6), and the new ordinal numbers shall be assigned to the dwelling unit and households (as if he/she enters them for the first time in this List) and to the building, if he/she did not enumerate any other dwelling unit in the building. If the enumerator has already enumerated other dwelling units in the building, he/she shall assign the same ordinal

number of the building as for the enumerated dwelling units. In the next row, the enumerator shall enumerate the second household and the ordinal number of the dwelling unit shall be the same as for the first household. The ordinal number of the second household shall be the next ascending ordinal number, and the ordinal number of the building shall be the same as for the first household.

- If the enumerator assigned the ordinal numbers in the three rows to three households within the same dwelling unit and additionally observed that there were not three, but two households, he/she shall cross out all the data in the row that refers to the incorrectly identified household and correct data in the Columns 7 -12, and in the Column 13 – “NOTE”, he/she shall give a brief explanation.
- If the enumerator assigned the ordinal number to a household within a dwelling unit, and additionally observed that this did not concern a household, but temporarily present persons whose households are in another settlement, the enumerator shall cross out the ordinal number of such a household in the Column 3 and write "000" above. The enumerator shall also cross out the previously filled in data in the Column 5 (name and surname of the head of household).

Also, when making all additional corrections, if the data have been already filled out in the Columns 7-10, the enumerator shall cross them out or correct them accordingly.

For all interventions in the Control Book (additional entering or correcting), the enumerator shall make corrections in identification data on the already filled in forms (Personal Questionnaire and Questionnaire for Household and Dwelling Unit). Notes shall be used as reminder when to fill in the entire Questionnaire for Household and Dwelling Unit, and when only a part referring to the household, that is a part for such a dwelling unit.

Examples how to fill in this part of the Control Book are given below:

LIST OF ADDRESSES AND ENUMERATION UNITS AND REVIEW OF RESULTS BY HOUSEHOLD

Ordinal number	Address				Ordinal number			Name and surname of the head of household	Telephone number/ fax/line/ cell phone	Number of persons entered in the List of persons			If "Yes" is marked on the P-2 form as answer to Question 28, "Yes" shall be entered in the column refused to sign the forms "Yes"	Data of non-response		Remark	
	Street	House number	House number supplement	Entrance	Dwelling unit	D-number	dwelling unit			household building	Total	Out of which: household members		Absent due to reasons to 5, 7 and 9	persons (enter number of persons who refused to sign the forms "Yes")		households (if the whole household refused to enter the forms "Yes")
2								3	4				7			8	
(a)	1								6								
1	Mostarska	3															
2	Mostarska	1															
3	Mostarska	5 B															
4	Mostarska	1															
5	Mostarska	1															
6	Mostarska	9															
7	Mostarska	11															
8	Mostarska	22															
9	Mostarska	22															
10	Mostarska	22															
11	Mostarska	22															
12	Mostarska	22															
13	Mostarska	15 A															
14	Mostarska	19															
15	Splitska	1															
16	Splitska	9 A															
17	Splitska	5															
18	Splitska	5															
19	Splitska	10															
20	Splitska	10															
TOTAL									311	32	8	4	4	1	1		

4.4. Calculation of summary row in the “List of addresses, enumerated units and review of results by households “

After completing the enumeration in the enumeration area, the enumerator shall count data by columns in the Control Book in order to get the row „**Total**“, printed at the bottom of each page of the Control Book.

Calculating the number of dwelling units (Column 2 – Dwelling unit ordinal number)

The total number of dwelling units on each page shall be calculated, and the sum shall be recorded in the row ‘Total’, printed at the bottom of the page.

The sum shall be calculated by counting all the dwelling units in the Column 2 with assigned ordinal numbers from **001 to 899**; but the dwelling units with repeated ordinal numbers shall be counted only once.

Crossed out ordinal numbers of the dwelling unit and the collective living quarters with ordinal numbers starting with 9 (for example, 901, 902, etc.) shall not be counted.

Calculating the number of households (Column 3 – Household ordinal number)

The total number of households shall be calculated on each page and the sum shall be recorded in the row “Total” at the bottom of the page.

The sum shall be calculated in such a way to count all the households with assigned ordinal numbers from **001 to 899**.

Crossed out ordinal numbers of the households and collective living quarters with ordinal numbers starting with 9 (for example, 901, 902 etc.) shall not be counted.

Households with assigned code 000 shall not be counted.

For the Column 4 (buildings) the summary row shall not be calculated.

Calculating the summary data for the Columns 7-9 (Number of persons entered in the List of persons)

The summary data in the Columns 7-9 shall be calculated by summing up of all the data entered in the relevant columns (excluding data from the crossed out rows).

Calculating the summary row „Total“ - Column 10

Summary row in the Column 10 shall be calculated by summing up of all the fields with answer „YES“ and then the sum shall be entered in the row „Total“.

Calculating the number of non-responses for the persons and households – Columns 11 and 12

The total number of non-responses for the persons shall be calculated by summing up the number of all the persons who refused enumeration (entered in the Column 11), excluding data from the crossed out rows, and then the sum shall be entered in the row „Total“.

The total number of non-responses for the whole households shall be calculated in the following way: all the answers „YES“ in the Column 12 shall be counted, excluding crossed out rows, and then the sum obtained shall be entered in the row „Total“.

Recapitulation

After calculating the row „Total“ on each page the enumerator shall make a recapitulation in the following way: the enumerator shall copy all the rows „Total“ from the filled in pages of the Control Book to the rows on the **blank inside** page of the Control Book and sum them up by columns. The enumerator shall copy data very carefully and shall check again the data copied to avoid any mistakes and to prepare correctly the first results for the enumeration area.

4.5. Preparation of the first results for enumeration area

The results of the summary row “Total” (**of the recapitulation**) for the enumeration area the enumerator shall copy in the tables 1,2, 3, 4 and 5 on the front page of the Control Book.

Table 1 Number of persons recorded in the List of persons

Data shall be copied from the summary row “Total” (of the recapitulation) of the Columns 7 – 9

Table 2 Number of enumerated dwelling units (without collective living quarters)

Data shall be copied from the summary row “Total” (of the recapitulation) of the Column 2.

Table 3 Number of households (without collective households)

Data shall be copied from the summary row “Total” (of the recapitulation) of the Column 3.

Table 4 Number of households engaged in the agricultural production

Data shall be copied from the summary row “Total” (of the recapitulation) of the Column 10.

Table 5 Number of non-responses for households and persons

Data shall be copied from the summary row „Total“ (of the recapitulation) of the Columns 11 and 12.

Note: if two or more enumerators are allocated to one enumeration area and each of them keeps a separate Control Book for the respective part of the enumeration area assigned to him/her, the enumerator who keeps the Control Book marked as Part I shall not enter the summary data directly into the tables 1, 2, 3, 4 and 5 on the front page of his/her Control Book, but shall write data below or next to tables.

Municipal/city instructor, after receiving all the Control Books for divided enumeration area shall write in the tables 1-5 on the front page of the Control Book, marked „Part I“ the summary data for the entire enumeration area.

Summary data from the first page of the Control Book shall be entered into the auxiliary P-9 form and then into the application „First results for the enumeration area“.

An example how to make recapitulation for the enumeration area on the first free page of the Control Book:

LIST OF ADDRESSES AND ENUMERATION UNITS AND REVIEW OF RESULTS BY HOUSEHOLD

Ordinal number	Address						Ordinal number			Number of persons entered in the List of persons			If "Yes" is marked on the P-2 form as answer to Question 28, "Yes" shall be entered in the column	Data of non-response	
	Street	House number	House number supplement	Entrance	Dwelling unit	ID-number	dwelling unit	household	building	Total	Out of which: household members			persons (enter number of persons who refused to sign the form)	households (if the whole household refused to sign the forms enter „Yes“)
(a)	1						2	3	4	7	8	9	10	11	12
141	PAGE 1						12	15		83	65	12	7		
142	PAGE 2						19	11		33	33	5		2	
143	PAGE 3						16	9		48	42	7	5		
144	PAGE 4						13	18		56	54	2	10		
145	PAGE 5						14	13		37	31	3	3		1
146	PAGE 6						15	14		22	22		6		
147	TOTAL						89	80		279	247	29	31	2	1

FIRST RESULTS FOR THE ENUMERATION AREA

1. Number of persons entered in the List of persons

Total	Out of which: number of household members	
Column 7	Column 8	Column 9
279	247	29

Data shall be copied from the summary row of the Column list, columns 7-9

<p>2. Number of enumerated dwelling units (without collective living quarters)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Column 2</th> </tr> <tr> <td style="text-align: center;">89</td> </tr> </table> <p style="font-size: x-small;">Data shall be copied from the summary row of the Column list, from column 2</p>	Column 2	89	<p>3. Number of households (without collective households)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Column 3</th> </tr> <tr> <td style="text-align: center;">80</td> </tr> </table> <p style="font-size: x-small;">Data shall be copied from the summary row of the Column list, from column 3</p>	Column 3	80	<p>4. Number of households engaged in the agricultural production</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Column 10</th> </tr> <tr> <td style="text-align: center;">31</td> </tr> </table> <p style="font-size: x-small;">Data shall be copied from the summary row of the Column list, from column 10</p>	Column 10	31	<p>5. Data on non-response</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Persons in the enumeration area</th> <th>Households in the enumeration area</th> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </table> <p style="font-size: x-small;">Data to be copied from the columns 11 and 12 where all non-responses are recorded.</p>	Persons in the enumeration area	Households in the enumeration area	2	1
Column 2													
89													
Column 3													
80													
Column 10													
31													
Persons in the enumeration area	Households in the enumeration area												
2	1												

5. HOW TO WRITE ANSWERS AND CORRECT MISTAKES ON THE P1 AND P2 FORMS

The Enumerators shall strictly follow the way of how to write answers and correct mistakes during enumeration to avoid incorrect interpretation during optical reading and accordingly, incorrect data.

Forms and pencil

As all the forms are prepared for the optical reading and protected against copying, the enumerator shall write answers only on the **received forms and using given black ball pen**.



Therefore, the enumerator must not write on copied or any other forms. The enumerator shall not use his/her own ball pen regardless of the quality of such a pen.

If any of given ball pens is not functioning, the enumerator shall request a new one from the municipal/city instructor.

Script and language

The task of the enumerator is to fill in all the enumeration forms correctly and clearly in Bosnian, Croatian and Serbian language.

The enumerator **must** select one script to fill in the enumeration form (Latin or Cyrillic script) and shall fill in the complete form in a selected script.



The enumerator shall mark on each form (top left corner of the front page) the script which shall be used for filling in the form.

The enumerator shall not combine two scripts, Latin and Cyrillic, on the same enumeration form. However, there are some rare cases when enumerator shall change the script when filling in some fields (for example, Travel Company and he/she has selected Cyrillic script). In such cases the enumerator shall change the selected script, but he/she shall immediately return to the selected script with the next question to be recorded. Such cases shall be avoided whenever possible.

If the respondent insists on using the other script, but the enumerator is not in position to meet such a requirement, the enumerator shall inform his/her instructor. Instructor may allocate another enumerator to complete the enumeration in such a household.

Handwriting and order of compiling the forms

The form is designed in such a way that each answer shall be written down in the corresponding boxes, as a rule **one mark one box**.

Enumerator shall take care that a complete letter or number fits in a box, not to have “character above the letter” or other part of the letter or number “out” of the box.

Enumerator shall write in legible handwriting using solely big capital letters.

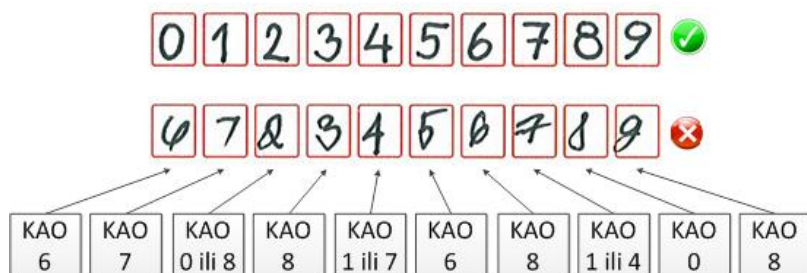
It is strictly forbidden to mix letters and numbers (except in case of some fields such as address and name of the company).

When filling in the forms the enumerator shall carefully and completely read each question, taking into consideration the arrows for skips provided for some questions.

If some question has to be skipped (due to arrows), such a question shall not be asked and no answer shall be written in.

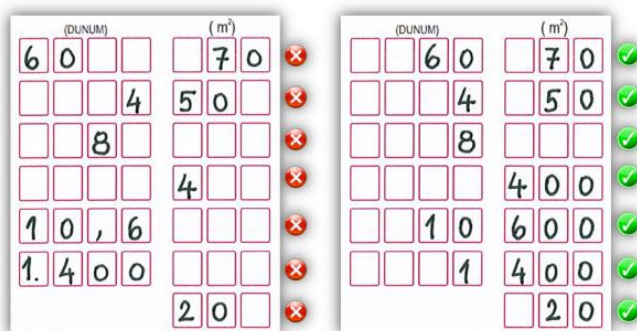
Entering the numbers

During optical reading the most frequent errors occur on the numbers read. Therefore, the enumerator shall pay a special attention to enter the numbers in a way to avoid them to be recognized as some other number.



Errors most frequently occur with a number 0, usually recognized as 9 or 6.

Numbers shall be written clearly without leading zeros, except if it is particularly specified. Attention shall be paid to the right alignment.



Leading zeros shall be filled out in the following fields:

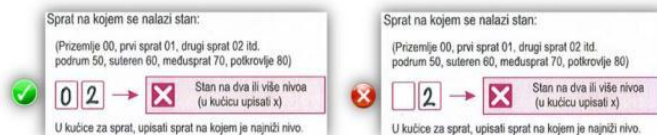
Identification data on the P1 and P2 forms.



Date of birth and PIN. When entering the date of birth and PIN particular attention shall be paid to have all the 13 digits correctly and carefully entered.





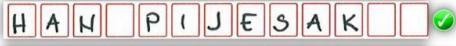
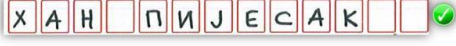


Floor of the dwelling unit (P2 form)



How to insert the text

As in case of numbers the incorrect reading can occur when recognizing the text fields. In addition to the above mentioned rules (one box one mark etc.) the enumerator shall strictly stick to the following rules:



 If a letter consists of two signs (LJ, NJ, DZ), it shall be inserted into two boxes.





 If an answer consists of several words, the words shall be divided by an empty box.





 It is strictly forbidden to write dashes, commas, dots, some favorite signs etc. even in case that the enumerator has to use a new row or shorten the answer.

The answer shall be shortened exclusively on the consonant. If there are several rows offered to enter the answer, the answer shall always be written starting from the first box in the first row and if necessary, it shall be continued in the second row.

How to select answers

For the questions with pre-printed answers (modalities), the answer shall be recorded by writing **X** in the corresponding box.







In no case the answers shall be marked by some other signs, except **X**.

Pay attention to the fact that more than one modality may be used for some questions.



How to correct errors

During enumeration the enumerator shall take care to reduce the errors/mistakes to a minimum to avoid situations to re-enumerate a household. However, if it happens that a mistake is discovered while in the household, it can be corrected in certain situations.

No corrections are allowed for the following questions:

- **24 (Ethnic/national affiliation and declaration)**
- **25 (Declaration on religious affiliation)**
- **26 (Mother tongue)**

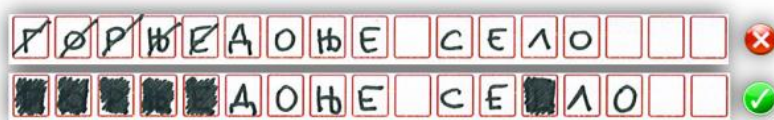
Therefore, if a mistake is made for any of these questions, the form shall be cancelled and a new one filled in.

If a mistake is made in any other question it can be corrected in a way to **darken the whole box** where the mistake was made.



Altering the letter or number, crossing out or spotting etc. is not allowed.

Use of correcting fluids, correcting tapes special pencils, erasers, razor blades etc. is strictly forbidden.



If a mistake is discovered when entering data, the enumerator shall darken such a box and shall continue with entering data

If a mistake is discovered after inserting the answer, the enumerator shall darken all the boxes and write the correct answer in the next empty boxes.



If occasionally the enumerator selects by mistake (choose one of the pre-printed modalities), he/she shall completely darken such a modality and shall select another correct answer.

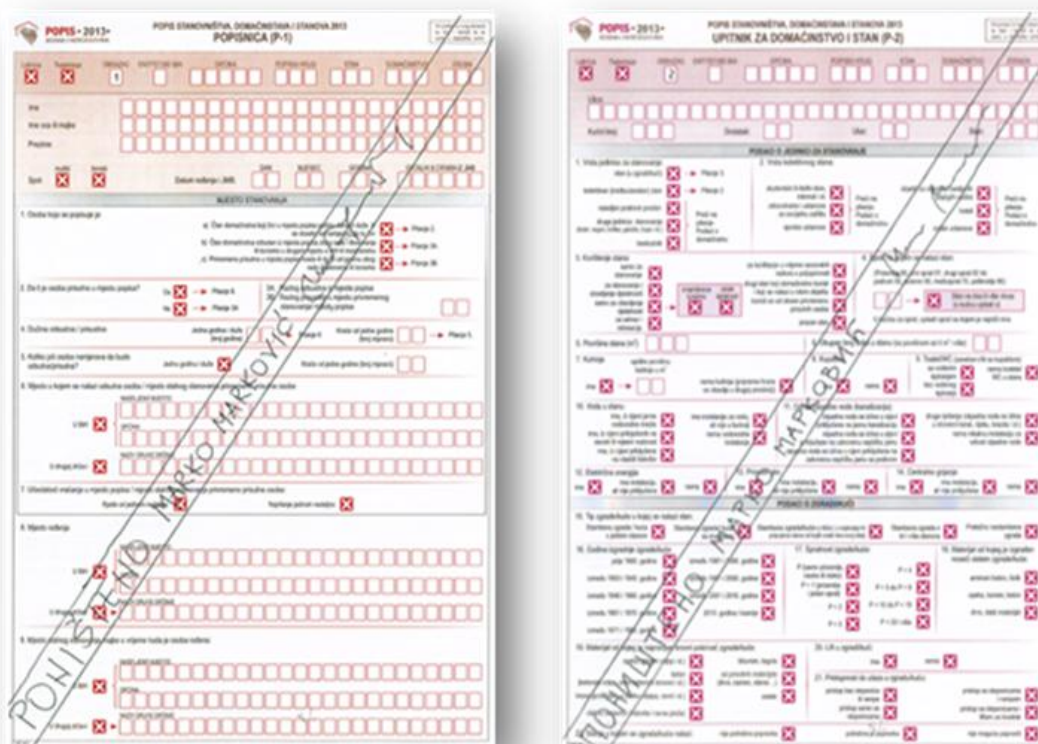
How to cancel the forms

The enumerator is entitled to cancel the enumeration form only in two cases:

- a) mistake is made with the question
 - o 24 (Ethnic/national affiliation and declaration) or
 - o 25 (Declaration on religious affiliation) or
 - o 26 (Mother tongue)
- b) Mistakes made but there is no way to correct them

If the enumerator is quite sure that the enumeration form may be cancelled, he/she shall do it by crossing out the front page of the form with two parallel lines and between the lines he/she shall write down "CANCELLED", his/her name surname and shall sign it.

These two parallel lines the enumerator shall draw from the bottom left corner to the top right corner on the front page of the enumeration form. Examples of correctly cancelled forms are given below.



6. QUESTIONNAIRE FOR HOUSEHOLD AND DWELLING UNIT (P-2 form)

Questionnaire for Household and Dwelling Unit (P-2 form) shall be used for recording data on the dwelling unit, household, and data on agriculture as well as for enumerating the household members, including the persons temporarily present, entered in the "List of persons". All other pertaining Personal Questionnaires (P-1 form) shall be filled out in the form P-2.

For each completed row in the Control Book (P-3 form), with the entered current number of the dwelling unit, a P-2 form shall be filled in, regardless of whether it is filled in completely or partially (only data on housing unit and only data on household).

Questionnaire for Household and Dwelling Unit shall be filled in by the following order:

1. identification data on the front page of the form P-2 shall be filled in first (entity, municipality, enumeration area, dwelling unit, household, building) and address data.
2. after that, the inside pages of the form where the "List of persons" is shall be filled in,
3. when the "List of persons" is filled in, the enumerator shall return to the front page of P-2 form and shall fill in data on the housing unit and on the building,
4. when the filling in of the answers on the front page of the form P-2 is completed, the enumerator shall go to the fourth page of the P-2 form and shall fill in data on household and data on agriculture. If the answer to the Question 28, "Data on agriculture", is "YES", the enumerator shall write down "YES" in the Column 10 of the Control Book.

6.1. When to fill in the complete P-2 form, and when only data on housing unit and/or on household:

- a) ONLY ONE HOUSEHOLD IN ONE DWELLING
 - one P-2 form shall be filled in with all data on housing unit and building/house, and data on household and data on agriculture
- b) MORE THAN ONE HOUSEHOLD IN ONE DWELLING
 - **P-2 form shall be filled in for each household.**
 - **on the first P-2 form** all four parts of the P-2 form shall be filled in: data on housing unit where the household is living in and data on building/house, data on household and on agriculture. **On the second and all other P-2 forms** (whose number depends on the number of households in the dwelling unit) only data on household and agriculture shall be filled in.

NOTE: In such cases, the enumerator must not forget that a List of persons shall be filled in for all the Questionnaires for Households and Dwelling Units, and/or all the members of the household, for which the Questionnaire for Household and Dwelling Unit is filled in, shall be entered.

- c) ONE HOUSEHOLD USES TWO DWELLING UNITS IN THE SAME INDIVIDUAL BUILDING/HOUSE,
- Two P-2 forms shall be filled in.
 - **on the first P-2 form** data on the dwelling unit of the best quality and data on the building/house, data on the household and on the agriculture shall be filled in.
- If a household **really uses other dwelling unit**, for example using one dwelling during the day, and the other one over the night (bedrooms) then:
 - **on the second P-2 form, to be filled in** for another dwelling unit, the enumerator shall not fill in data on household, but **only data on a housing unit**
 - for the questions on housing unit, it is necessary to mark the answer “**dwelling unit**” to the Question 1, and to the Question 3 the answer “**secondary dwelling unit which the household uses and which is located in the same building**”.
 - If a household does not use at all the other dwelling unit, then the enumerator shall enumerate it as an empty/unoccupied dwelling unit, that is the answer to the question is „a vacant dwelling”.
- d) NEITHER A HOUSEHOLD NOR A PERSON LIVE IN THE DWELLING UNIT (empty, uninhabited, or deserted dwelling unit, country or family houses – dwelling units for leisure and recreation or a dwelling unit used for seasonal works in agriculture),
- only one P-2 form shall be filled in, that is: identification data and the first page of the P-2 Form (data on the housing unit and data on the building/house).
- e) ONLY PERSONS WHOSE USUAL PLACE OF RESIDENCE IS IN ANOTHER SETTLEMENT IN BiH OR ABROAD ARE IN THE DWELLING UNIT (TEMPORARILY PRESENT PERSONS), and they are present in the place of Census due to work, study or from other reasons;
- one P-2 form shall be filled in, that is: identification data, List of persons, and front page of the P-2 form (data on the housing unit and the data on the building/house).
- f) IN THE COLLECTIVE LIVING QUARTER THERE ARE ONLY PRIVATE (ONE-PERSON OR MULTI-PERSON) HOUSEHOLDS WHO ARE USERS OF SERVICE (hotels for single persons),
- P-2 form shall be filled in for each private household in the collective living quarter, but on the P-2 form **all data on housing unit shall not be filled in, that is only answers to Questions 1 and 2 shall be written down.**
- g) IN THE BUILDING WITH A COLLECTIVE LIVING QUARTER THERE IS A PRIVATE HOUSEHOLD AND SUCH A HOUSEHOLD IS NOT A SERVICE USER, one P-2 form shall be filled in, but on the P-2 form only answers to Questions 1 and 2 shall be written down, not all other data on the housing unit.

In the same way the P-2 form shall be filled in for a household composed of two married students or two pensioners living in the room in the building of the collective living quarter (or in some other premises which do not meet the requirements of the dwelling unit definition).

- h) IN THE COLLECTIVE LIVING QUARTER THERE ARE ONLY TEMPORARILY PRESENT PERSONS WHO DO NOT CONSTITUTE AN INSTITUTIONAL HOUSEHOLD (for example, residence for students or pupils, worker barracks).
- one P-2 form shall be filled in, that is: **identification data, “Data on housing unit” – Question 1 “Type of housing unit” and Question 2 “Type of collective living quarter”, and the total number of the persons shall be entered in the List of persons** (for example, residence for students, 356 persons).
- i) WHEN AN INSTITUTIONAL HOUSEHOLD IS IN THE COLLECTIVE LIVING QUARTER (old people’s homes, monasteries and convents, nursing homes for people with incurable diseases, homes for children and youth with special needs, homes for socially vulnerable children, etc.),
- one P-2 form shall be filled in, that is: **identification data, “Data on housing unit”, Questions 1 and 2. “List to enter the total number of”, “Data on household” and “Data on agriculture”.**
- j) HOMELESS PERSONS WITHOUT PERMANENT PLACE OF RESIDENCE

One P-2 form shall be filled in, that is: **identification and address data; List of persons, “Data on housing unit” only Question no. 1 and “Data on household” (only Question 23, and the answer can be only “other”).**

6.2. Compilation of identification and address data

A field/space to write down identification and address data is provided on the top of the first page of the P-2 form.

Identification data are:

- entity/BD
- municipality
- enumeration area
- dwelling unit
- household
- building

Identification data in the form P-2 the enumerator shall copy from the Control Book, that is: code of entity, municipality and enumeration area from the front page of the Control Book, and from the inside page of the Control Book the "List of addresses and enumerated units and review of results by households":

- ordinal number of the dwelling unit from the Column 2
- ordinal number of the household from the Column 3
- ordinal number of the building from the Column 4

Address data (street, house number, supplement to house number, entrance, dwelling unit number and ID number) shall be copied from the inside page of the Control Book, " List of addresses and enumerated units and review of results by household " from the Column 1.

The diagram illustrates the data flow between three forms used in the 2013 Census of Population, Households and Dwellings in BiH:

- CONTROL BOOK (Obrazac P-3):** This form contains identification data. Arrows indicate that the 'Code of entity/BD BiH' (1), 'ID number of the municipality/city' (10213), and 'Code/ordinal number of the enumeration area within the municipality/city' (011) are transferred to the corresponding fields in the P-2 form.
- HOUSEHOLD AND DWELLING QUESTIONNAIRE (P-2):** This form contains address and household data. Arrows show that the 'House number' (3), 'Supplement to the house number' (A), 'Entrance' (1), 'Dwelling unit number' (2), 'HOUSEHOLD' (017), and 'BUILDING' (014) are transferred to the 'List of Addresses and Enumerated Units'.
- LIST OF ADDRESSES AND ENUMERATED UNITS:** This table lists addresses and their corresponding identification numbers. The entry for 'RADNIČKA' street shows the following data: House number 3, Supplement A, Entrance 1, Dwelling unit 12, ID-number 21, Dwelling unit 022, Household 017, and Building 014.

After entering the identification and address data the enumerator shall start filling in the List of persons provided on the inside pages of the P-2 form.

6.3. How to fill in data in the part “List of persons”

In order to fill in correctly the List of persons, the enumerator first shall clarify with a person who provides data the following:

1. The total number of household members regardless of whether they are present or absent from the place of enumeration at the critical date of Census;
2. How many households, one or more, live in the dwelling unit, or are the persons he/she found in the household only temporarily present;
3. Whether temporarily present persons also live with the household members in a dwelling unit in the place of Census.

Based on the collected information the enumerator shall identify whether the persons who live in the dwelling unit comprise a household or not. In the List of persons the enumerator shall enter all the household members (in the Column 4) and all the temporarily present persons (in the Column 5).

In case of collective household, the enumerator shall write down in such a List of persons only the name of institution and the total number of household members in the Column 1 (Name and surname).

Household members

Under the ordinal number 001 in the List of persons the enumerator shall first enter the head of household (the enumerator shall check whether the same name and surname was entered in the Column 5 of the Control Book), after that the enumerator shall enter the names of his/her family members, that is the name of spouse or consensual union partner and children (the order of listing children is not important). In the case that in the household there is more than one family, after the first entered family, the enumerator shall enter the members of the second family, third family etc. following the order defined in advance. At the end, the enumerator shall enter the persons who do not belong to any family, but who are the members of the household (relatives and non-relatives).

If a household consists of only one person (one-person household) then such a person must be entered under ordinal number 001.

It is very important to enter all the household members in the List of persons, including those who are at a "Census critical moment" absent (for example, working or studying in another place in the country or abroad etc.).

If a household has more than 20 members, the enumerator shall use a new P-2 form, copy identification and address data of the household and at the upper margin of the form write "CONTINUED". Then, in the List of persons the enumerator shall correct the printed numbers of household members in column (a), that is write down numbers 021, 022, etc. and continue with entering data on the members of such a household.

Persons who were present in the household at a "Census critical moment" (friends, relatives, acquaintances, neighbors) shall not be entered in the List of persons as they came in a short-term visit.

Temporarily present persons

In the List of persons the enumerator shall also enter the temporarily present persons, that is persons with **place of usual residence in another settlement in Bosnia and Herzegovina** (where they have their household), but who are present in the Census place **less or more than a year** due to work, study or some other reasons (for example, family reasons, hospital treatment etc.).

Temporarily present persons are also persons who are identified in the country house during the Census provided that they do not live/stay there during the major part of the year. If such persons are all the time, during the Census period, present in the country house and there is nobody to provide data for them in the place of their usual residence (in BiH), the enumerator shall enumerate them as temporarily present persons as they do not spent a major part of the year in the Census place. Persons who are at the Census time in the country house and live there mostly during the year shall be considered household members at the Census place (settlement where the country house is located).

Temporarily present persons may reside alone in the dwelling unit, and in that case it is not necessary to determine the head of household, and these persons shall be entered by randomly selected order, starting from the ordinal number 001 and finishing with the last person temporarily present in the dwelling unit.

Also, temporarily present persons may stay together with the members of the household living in such a dwelling unit, and in that case they shall be entered in the List of persons only when all the other household members were entered in the List.

In addition, the temporarily present persons from another place in BiH or abroad may stay in a collective living quarters, such as: residences for students, workers barracks, etc. In such a case, the enumerator shall enter in the List of persons only the name of such a collective living quarter and the total number of the temporarily present persons.

After that, for each student (worker) the enumerator shall fill in the Personal Questionnaire and shall write down on each questionnaire the ordinal number of a person – from 001 to nnn. The filled in Personal Questionnaires shall be filed under the pertaining P-2 form.

As a rule, the filled in Personal Questionnaires shall be filed out in the pertaining P-2 form, except in the case when the members of collective living quarters or temporarily present persons in the collective living quarters are enumerated. In such a case, the filled in Personal Questionnaires the enumerator shall file under the pertaining P-2 form (to avoid tearing/damaging).

Column (a) – Person ordinal number

In this column the pre-printed ordinal numbers are provided at the space/box for the digit one (the numbers 001-009 are to be entered), but the enumerator shall after the ninth person (if there are more persons) add numbers in a way to write down two digits on the left side (01 or 02), thus creating numbers 010-019 and 020. If there are more than 20 persons in the household, the

enumerator shall use a new P-2 form to continue entering the names of the household members writing down in the same column on the left side 02 or 03 thus creating the numbers 021-029 and 030...etc. In such a case the enumerator shall at the top of the first page of the second P-2 form state that this is a continuation of the List. Identification data shall be copied from the first P-2 form.

The ordinal number of the person from this column is at the same time the ordinal number of person **copied on the Personal Questionnaire** (P-1 form).

This rule is not applicable to the members of an institutional (collective) household for whom the enumerator shall assign the ordinal number directly on the Personal Questionnaire.

Column 1 Name and Surname

For all the household members and all the temporarily present persons the enumerator shall write down the name and surname. Explanations related to the order of entering are provided on the inside page of the P-2 form in the table below the List of persons.

Column 2 Name of one parent

For each person entered in the List of persons the name of farther or mother shall be written down.

Column 3 Name of husband/wife; partner

If this concerns person whose spouse or consensual partner lives in the same household (also entered in the List of persons), the enumerator shall write down in this column the name of a spouse or consensual partner.

What concerns the widowers/widows, children and other persons without a spouse or partner in the household, the enumerator shall leave the Column 3 empty.

Column 4 and Column 5 Person is a member of the household or temporarily present

In the Column 4, the enumerator shall tick the corresponding box (that is, write X) for each household member entered in the List of persons and in the Column 5 he/she shall tick the corresponding box for each temporarily present person.

Column 6 and column 7 Relationship to head of household

If a List of persons is to be filled in for the household, than for the person entered in the Column 6, under the ordinal number 001, the enumerator shall write down "head of household" and after that for each household member he/she shall write down the relation to the head of household. For example, wife, partner in consensual union, son/daughter/adopted child, grandson/granddaughter, etc.

For the household members not in kinship with the head of household, the enumerator shall write down "not in kinship relation". This answer shall be entered also for children in foster families, for friends, best man, brides-maid etc.

For the temporarily present persons and/or for the persons who are not household members, the enumerator shall write down “not a household member/temporarily present person (regardless of whether the temporarily present persons are in kinship relation to the head of household or not).

If the List of persons is to be filled in for the household, then for the person under the ordinal number in the Column 7, the enumerator shall write down code 1 and then shall copy the code of relationship to the head of household from the corresponding table (below the List of persons) for each household member entered in the List of persons.

For the household members who are not in kinship relation to the head of household, the enumerator shall write down code 12 and for the temporarily present persons the code 88 (regardless of whether they are in kinship relation to the head of household).

Column 8 – Ordinal number of the family

For the members of the first family, the enumerator shall write down code 1, for the members of the second family code 2, etc.

For a person who does not belong to any family in the household, as well as for the temporarily present persons the enumerator shall write down code 0.

If there is no family in the household, 0 should be entered for all household members.

The code 0 shall also be entered in case of persons that constitute a single household.

Column 9 Family member status

In this column, depending on the answer, the enumerator shall copy the corresponding codes (from 1 to 8 or 88) from the table provided below the List of persons.

For each person who has the code 0 written next to the “Ordinal number of the family”, the code 88 shall be written down for “Family member status”.

Column 10 Reason of absence/presence

For each household member who was not in the place where the household is at the Census critical moment, the enumerator shall identify the reason of absence and write down the corresponding code. Accordingly, the enumerator shall consider whether an absent person is in another settlement in BiH or abroad.

However, the enumerator shall not write down the code referred to the reason of absence, if the household member is absent due to work or study in another settlement in BiH or abroad and returning on a daily basis or several times during a week to his/her place of usual residence. **If a person works in shifts of 24 hours or even 48 hours due to nature of work, such a person shall be considered as returning on a daily basis (for example, work in transport, medical or other services).**

For the persons who are at the Census critical moment **temporarily present in the Census place** the enumerator shall write down the **corresponding code of the reason of presence.**

Reason of absence/presence of the persons in BiH

Work (code 01) – Code 01 shall be entered for each absent member of the household who was at the Census critical moment in another place in BiH due to work (indefinite/definite time or seasonal work), or runs its own craft, catering or other business activity.

This code shall also be entered for the temporarily present persons who were present in the Census place and at the Census critical moment because of the work.

Study (code 02) – Code 02 shall be entered for each pupil or student who was absent at the Census critical moment from the place of residence of her/his household due to study in another place in BiH (study or attends the elementary or secondary school in another place in BiH).

Code 02 shall be entered for the temporarily present persons who were at the Census critical moment in the Census place due to study.

Family reasons (code 03) – Code 03 shall be entered for each household member who is at the Census critical moment in another place in BiH with a person absent due to work (reason 1) or study (reason 2) (for example, a wife temporarily lives with her husband who works outside the place of usual residence, or if mother temporarily lives with her children who study in the another place in BiH), or the person is absent from his/her household due to other family reasons (for example, grandmother temporarily takes care of her grandchildren in another place in BiH etc.).

Code 03 shall also be entered for temporarily present persons who were at the Census critical moment in the Census place due to some of the mentioned family reasons.

Other reasons (code 4)

Code 04 shall be entered for each household member who is at the Census critical moment in another place in BiH due to some reasons not already mentioned (professional training, medical treatment etc.).

This code shall also be entered for the temporarily present persons who at the Census critical moment were in the Census place due to any of the above mentioned reasons.

Reason of absence for the persons abroad

Working abroad for the foreign or domestic employer or self-employed (code 05) – shall be entered for each household member working abroad for a foreign or domestic employer or is self-employed, even in the case that such a person is present in BiH during the Census due to visit, annual vacation etc.

The code 05 shall also be entered for the BiH citizens who work as a crew members on foreign ships and aircrafts.

The foreign employer is also considered the person with BiH citizenship who has its own business abroad and employs the BiH workers.

Self-employment abroad is related to work in own shop, workshop, office, clinic, etc.

Working for the diplomatic-consular representative offices, international organizations and bodies (code 06) – shall be entered for the household members who are at the Census time abroad working in BiH diplomatic-consular representative offices, international organizations and bodies. Code 06 shall also be entered for the members of Armed Forces of the BiH engaged in the peacekeeping operations abroad.

Staying abroad as a household member (family) of the person absent due to reason 05 (code 07) – shall be entered for each household member who does not work abroad but stay abroad as a household member (family) of the person who works abroad (for the foreign employer or is self-employed), that is a person absent for the reason under the code 05.

This reason does not refer to the household members (family) who went abroad for a short visit to relatives or friends who live there (for them the code 10 shall be entered).

Stay abroad as a household member (family) of the person absent due to reason 06 (code 08) – shall be entered for each person who does not work abroad, but stay there as a household member (family) of the person absent due to the reason under code 06.

Study (code 09) – shall be entered for a person who study, attend elementary or secondary school abroad, **but only if all the household members of such a person live in BiH.**

If this refers to a student who stays abroad with at least one parent who works abroad or works in the diplomatic or other representative office of BiH abroad (the reason of absence of the parent already entered as 05 or 06), the code 09 shall not be entered but the code 07 or 08.

Other reasons – shall be entered for each household member who at the Census critical moment was abroad due to some reason not already mentioned (professional training, medical treatment etc.).

This code shall also be entered for persons who receive their retirement benefits (pension) abroad and at the Census time they were abroad to collect them.

EXAMPLES FOR CORRECT FILLING IN THE LIST OF PERSONS

Example 1:

The household of Milan Jankovic is composed of seven members:

1. Milan Jankovic (head of household),
2. Zorana Jankovic (Milan's wife),
3. Marko Jankovic (Milan's son who is married),
4. Ivana Jankovic (Milan's daughter-in-law, Marko's wife),
5. Nikolina Jankovic (Milan's grand-daughter, Marko and Ivana's daughter),
6. Marina Marković (Zorana's unmarried daughter from the first marriage who is absent due to study abroad),
7. Jelena Stankovic (Milan's mother-in-law),
8. Dejan Savic (student, Milan's nephew temporarily stays in the household of Milan Jankovic)

The members of this household shall be entered in the List of persons as follows:

LIST OF PERSONS										
Ordinal number of the person	Name and surname	Name of one parent	Name of spouse/partner	The person is		Relationship to the head of household		Ordinal number of the family	Status of the household member	Reason of absence/presence
				Household member	Temporarily present	Relationship	Code			
(a)	1	2	3	4	5	6	7	8	9	10
001	MILAN JANKOVIĆ	SLAVKO	ZORANA	✗	✗	HEAD OF HOUSEHOLD	1	1	1	
002	ZORANA JANKOVIĆ	DRAGAN	MILAN	✗	✗	WIFE	2	1	1	
003	MARINA MARKOVIĆ	ZORANA		✗	✗	STEPCHILD	4	1	7	9
004	MARKO JANKOVIĆ	MILAN	IVANA	✗	✗	SON	4	2	1	
005	IVANA JANKOVIĆ	STANKO	MARKO	✗	✗	SISTER-IN-LAW	8	2	1	
006	NIKOLINA JANKOVIĆ	MARKO		✗	✗	GRANDDOUGHTER	7	2	3	
007	JELENA STANKOVIĆ	KRSTO		✗	✗	MOTHER-IN-LAW	6	0	88	
008	DEJAN SAVIĆ	DARKO		✗	✗	TEMPORARILY PRESENT PERSON	88	0	88	2

Accordingly, there are two families in the household and one member lives with them but does not belong to any family (Jelena Stankovic, Milan's mother-in-law) and there is also one temporarily present person (Dejan Savic, a student).

The first family is composed of: Milan (head of household), his wife Zorana, and their unmarried daughter Marina (child of Zorana).

The second family is composed of: Marko (son of head of household), his wife Ivana and their daughter Nikolina (child of Marko and Ivana).

Example 2:

Two persons from Tuzla, Mirza Begovic and Adnan Fazlinovic (who work as construction workers in Sarajevo), and Miralem Halilovic, a student from Novi Pazar (Serbia) live in a rented dwelling unit in Sarajevo during the Census.

Having in mind that a household cannot be composed of temporarily present persons, the persons are listed in random order in the List of persons:

LIST OF PERSONS										
Ordinal number of the person	Name and surname	Name of one parent	Name of spouse/partner	The person is		Relationship to the head of household		Ordinal number of the family	Status of the household member	Reason of absence/presence
				Household member	Temporarily present	Relationship	Code			
(a)	1	2	3	4	5	6	7	8	9	10
001	ADNAN FAZLINOVIĆ	DAMIR		✗	✗	TEMPORARILY PRESENT PERSON	88	0	88	1
002	MIRALEM HALILOVIĆ	DŽENAN		✗	✗	TEMPORARILY PRESENT PERSON	88	0	88	2
003	MIRZA BEGOVIĆ	FAHRUDIN		✗	✗	TEMPORARILY PRESENT PERSON	88	0	88	1

Example 3:

Institutional household with 42 members live in the Nun Convent Holy Cross.

LIST OF PERSONS										
Ordinal number of the person	Name and surname	Name of one parent	Name of spouse/partner	The person is		Relationship to the head of household		Ordinal number of the family	Status of the household member	Reason of absence/presence
				Household member	Temporarily present	Relationship	Code			
(a)	1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/> <input type="checkbox"/> 1	SAMOSTAN SVETOG KRIŽA			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input type="checkbox"/> <input type="checkbox"/> 2	INSTITUTIONAL HOUSEHOLD			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
<input type="checkbox"/> <input type="checkbox"/> 3	WITH 42 MEMBERS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

When enumerator completes the List of persons, he/she shall return to the Question 1 on the first (front) page of the P-2 form

6.4. How to fill in data in the part „Data on a housing unit “

Data on the housing unit shall be written down on the basis of the statement of persons who live in the housing unit and/or on the basis of available documentation on a dwelling unit. If persons who live in the dwelling neither know the accurate data nor the documentation is available to take such data, the enumerator shall write down data on the basis of experience acquired while enumerating other dwelling units in the building/house or he/she estimates in the best possible way the surface and other relevant data.

1. Type of housing unit

The enumerator must define the type of a housing unit: whether the unit enumerated is a dwelling unit or other type of a housing unit not meeting the requirements of the dwelling unit definition, but at the moment of the Census is used for living (collective living quarters). The type of defined housing unit shall determine the further filling in of the data on the dwelling unit.

Answer "**Dwelling unit (in the building/house)**" shall be marked for each housing unit which meets the requirements of the dwelling unit definition.

This answer shall also be used for the situations when a household lives in the premises not located in the residential building but in some other facility (business premises or a building for collective living quarters) which have been reconstructed for living purposes and accordingly, used for such a purpose. It would be a case, for example, if in the residence for students or boarding school for pupils, intended for the accommodation of persons who have a place of usual residence outside of the Census place, there are rebuilt or converted premises meeting the basic standards for living and a household of the superintendant lives there.

A dwelling unit shall be enumerated even if at the Census period is used for living and business activity or only for business activity.

As a rule, the Census shall cover only the completely constructed dwelling units. Completely constructed dwelling unit is a unit where all the planned construction works, installations and final fine works are finished. The completely constructed dwelling unit may be located in the

building/house which was not completely constructed, that is with other uncompleted dwelling units.

The Census shall exceptionally cover those uncompleted/unfinished dwelling units in which a household lives as it does not have another dwelling unit to live in. In the P-2 the enumerator shall enter only data for the part of the dwelling unit which is actually used, regardless of the degree of completion of the construction works.

The definition of dwelling unit shall not be respected when a household in addition to one dwelling unit as the construction enclosure uses over the year one room or kitchen more which is in terms of construction separated from the main rooms of the dwelling unit (located in another building/house, on the same land site or in the same building/house but with a separate entrance). Such rooms/premises shall be enumerated as an integral part of the dwelling unit and not as a separate dwelling unit.

Separated auxiliary rooms, in terms of construction, (summer kitchen, pantry, bathroom, toilet etc.) shall not be counted with the dwelling unit. Exceptionally, if due to a special traditional way of construction the entrance to the rooms is provided directly from the doorway, veranda or from a yard, all the rooms used by one household shall be enumerated as one dwelling unit, including kitchen and other auxiliary rooms.

When enumerating dwelling units in the family houses in particular, in those houses with two or more floors/levels the enumerator shall identify whether it concerns one dwelling unit with two or more floors/levels or two or more dwelling units. Two dwelling units in the same building/house may be located on two floors, one on the ground floor and the other one on the floor, or each dwelling unit may occupy a part of the ground floor and a part of the floor. In both cases the dwelling units must have completely separate entrances from the stairway, yard or street.

In case when the building/house has a ground floor and floor and the entrance to the premises on the floor is provided from the stairway located in any of the premises located on the ground floor (lobby, dining room etc.) the enumerator shall not consider that the household has two dwelling units, but one which occupies two floors.

Two dwelling units may be located in the same building/house or at the same floor (for example, on the ground floor), but each dwelling unit must be provided with a separate entrance and such dwelling units must not be internally connected (by doors or any other common premises).

Dwelling units in old houses without inhabitants, but used for some other purposes (for example, to storage/keep the agricultural products, tools etc.) shall not be enumerated.

If answer "Dwelling unit in the building/house" is given to Question 1, the enumerator shall go to Question 3.

Answer "**Collective (institutional) living quarter**" shall be marked for the group of premises used for organized accommodation of a group of persons who may comprise collective or an individual household or persons who have place of usual residence in another place in BiH, but

stay temporarily in the Census place. This answer is marked for example: home for mentally and physically disabled children and youth; home for socially vulnerable children; old people's home, home for old and vulnerable persons; home for disabled adults; home or hotel for single persons; residence for students and boarding school for pupils; religious institutions and other collective living quarters.

All rooms of one collective living quarter (residence for students, boarding school, monastery, etc.) are enumerated as one enumeration unit, regardless of whether they are located in one or more buildings.

Dwelling units of superintendants, managers or other persons, which are separate construction enclosures and fully meet the dwelling unit definition although located in the building of living quarters, shall be enumerated as a dwelling unit.

Hotel, hospital, clinic, resort, and similar health care facilities which are intended for temporary accommodation of individuals (tourists, patients, convalescents etc.) shall not be considered dwellings units.

If answer "Collective (institutional) living quarter" is marked for Question 1, the answer only to Question 2 shall be given (Type of collective living quarter) and after that the enumerator shall proceed to the part "Data on household".

Answer "**Inhabited business premise**" shall be marked for inhabited business premises which are not rebuilt (converted) into a dwelling unit, but are used for living at the Census time. Such are, for example, inhabited shop, office premise, etc., as well as inhabited hotel room or hospital room where family household or one-person household permanently lives.

This category also includes occupied premises of a collective living quarter (for example, a room in the residence for students or in the old people's home etc.) in which family or one-person household lives but is not a user of services of such a collective living quarter, that is lives there due to other reasons, for example as a superintendent of the building. Here, a difference has to be understood between the example of the household of superintendent which lives in the rebuilt/converted premises meeting the requirements of the dwelling unit definition, and in such a case although located in the building of collective living quarter, shall be enumerated as a dwelling unit.

If answer "Inhabited office premises" is given to Question 1, the enumerator shall skip all the questions "Data on housing unit" and "Data on building/house" and shall go to a part of the question "Data on household".

Answer "**Other housing unit**" shall be marked for the premises and facilities which in terms of construction are neither dwellings nor business premises, but at the Census time are used by a household for living. For example, inhabited basement, shed, garage, hut, cave and other improvised facilities. Other inhabited mobile and immobile facilities are also included in this category (ship, tugboat, trailer, wagon, tent, and other improvised facilities made of various raw and waste materials (sheets, planks, cardboards, mud, etc.).

If answer to Question 1 is "Other housing unit", the enumerator shall skip all the questions "Data on housing unit" and "Data on building/house" and shall go to a part of the question "Data on household".

Answer "**Homelessness**" shall be marked for the persons without permanent or temporary living address, persons who live in the street, parks, under the bridges, as well as for the homeless persons not to be enumerated in the shelters for homeless persons. The enumerator shall, in this case on the P-2 form, section referred to data on household mark answer "**other**" to Question 23 "Tenure status of the dwelling unit".

If to the Question 1 answer "Homelessness" is marked, the enumerator shall skip all other questions "Data on housing unit" and "Data on building/house" and shall proceed to a part of the question "Data on household".

2 . Type of collective living quarters

Answer to this question shall be given only, if to Question 1 the answer is "Collective (institutional) living quarter".

An institution is a separate and independent set of premises comprising all or part of a permanent building or set of buildings which by the way it has been built, rebuilt or converted is designed for habitation by a large group of persons who are subject to a common authority or regime, or bound by a common objective or personal interest, and which is used as the usual residence of at least one person at the time of the Census. Such collective living quarters usually have certain shared common facilities such as cooking and toilet facilities, baths, lounge rooms or dormitories.

"**Residence for students, boarding school for pupils, etc.**" shall be marked for residences for students, boarding schools for pupils, homes of religious schools (madrassas, seminaries) etc., that is residential buildings inhabited by students and pupils who live in the place of the Census due to study and their household lives in another settlement in Bosnia and Herzegovina. These persons are temporarily present in the place of the Census and shall be enumerated as such.

"**Health and social welfare institutions**" shall be marked for homes for socially vulnerable children, safe houses, homes for disabled adults, nursing homes for persons with incurable diseases, homes for mentally and physically vulnerable children and youth, old people's homes etc.

"**Religious institutions**" this group covers convents, monasteries and similar institutions used for permanent habitation of, for example, nuns and monks or members of other religious communities.

"**Buildings for accommodation of displaced persons and refugees**" this group covers the collective living quarters for institutional accommodation of displaced persons and refugees.

"**Hotels**" this group covers, for example, the single-person hotels when a person/s permanently lives there.

"Other institutions" this group covers: correctional institutions, camps, worker barracks, buildings of the Ministry of Interior for accommodation of the employees of this Ministry, and all other that may not be classified under the above mentioned types.

After marking any of the modality offered for the Question 2, the enumerator shall go to a part of the question "Data on household".

3 . Use of dwelling unit

Answer **"Only for living "** shall be marked for inhabited/occupied dwelling unit used over the whole year for habitation of one or more households, regardless of the reason the household uses the dwelling unit.

Answer **"For living and business activity"** shall be marked if in the enumeration unit which meets the definition of a dwelling unit, in a part of the dwelling unit used by one or more households, some business activity is performed (for example, tailoring, hairdresser and shoes repairing, rooming to tourists, lawyer office, studio, dentist office, representative office of a company, etc.). If during the Census, the entire dwelling unit is used for some business activity, the answer to Question 3 shall be "only for business activity".

Answer **"Only for business activity"** shall be marked for a dwelling unit which is not converted (rebuilt) into the business premises and in which no one lives, but is completely used for business activity.

Answer **"renting to tourists"** shall be marked for the dwelling units (houses or apartments) in a private ownership and exclusively used for renting to tourists. Dwelling units (apartments) intended for renting to tourists and in ownership of business subjects (legal entities) shall not be enumerated. Answer **"Other activities"** shall be marked when nobody lives in the dwelling unit and the whole dwelling unit is used for some business activities (lawyer offices, doctor offices, representative offices of the companies, tailor shop etc.). Such dwelling units, by a rule, are located in the buildings/houses with more dwelling units out of which only few were rented or sold to perform some business activity. If enumerator identified that nobody lives in the dwelling unit, but it is used only for business activity, such a dwelling unit may enumerate on the basis of comparing it with the same or similar dwelling units in the same building/house.

Answer **"For leisure and recreation"** shall be marked if the dwelling unit for leisure and recreation fully meets a definition of a dwelling unit, and is used occasionally or for a few months a year exclusively for leisure and recreation. A dwelling unit for leisure may be located in the separate so-called country house, villa, summer house, mountain house, inherited family house. Also, it may be located in the multi-residential building regardless of whether all the dwelling units in such a building are intended for leisure and recreation, or only a part is intended for leisure or recreation and a part for permanent living (such dwelling units are mainly located in the places with thermal waters and along the coast).

This excludes the dwelling units not used by the owners for their own needs, but used exclusively for renting during the touristic season.

Answer **"Used for seasonal work in agriculture"** shall be marked for dwellings used during the seasonal work in agriculture, which completely meet the definition of a dwelling unit and are used only during the agricultural season (shepherd or vineyard house, etc.). If a part of such a building is used for storage of agricultural products and tools, keeping livestock, etc., only a part used for living during the agricultural work shall be enumerated.

Answer "**Secondary dwelling unit used by the household and located in the same building**" shall be marked for the second, third etc. dwelling unit used by the household at the same address.

Answer „**Used by temporary present persons**“ shall be marked in all cases when enumerator finds the persons in the dwelling unit who have a place of usual residence in some other place, that is the temporarily present persons in the place of the Census (students, workers, ...).

Answer "**Vacant dwelling**" shall be marked for a dwelling unit uninhabited (vacant) during the Census time because it is brand new and still not moved in (although it is allowed), or is empty due to moving into a new one, rehabilitation, repairs etc.; dwelling unit owner lives in another dwelling unit or another place and still neither use this dwelling unit nor rent it (for example, purchased for children to come to such a place for a study etc.); vacant dwelling unit (to be enumerated only if correct in terms of construction or after some small repairs may be used for living).

A dwelling unit neither used for a long period of time as the owner moved out or settled in another place, nor used from time to time, nor rented, or owner passed away and his/her successors neither use it from time to time (for example, for vacation) nor rent it, shall be enumerated as vacant dwelling unit.

Abandoned dwelling units in the ruined houses as well as dwelling units evacuated due to slide or earthquake shall not be enumerated.

This category includes the dwelling units of the households working abroad, if nobody lives in them.

4 . Floor of the dwelling unit

Answer to this question shall be given by writing a number in the pre-printed boxes.

Floor of the dwelling unit shall be determined by its location (position) in the building/house. Floors are counted from the ground floor (first level) upwards. *The ground floor, cellar, basement or attic are not counted as floors*

"**Ground floor**" is the first floor of the building/house, above the cellar and basement or above the level of the surrounding land (if the building does not have a cellar or basement) where the housing units or business premises are located. For all dwellings located on the ground floor "00" shall be written in the pre-printed boxes.

For a dwelling unit located on the **first floor** "01" shall be entered in the boxes, "02" for a dwelling unit on the second floor, "03" for a dwelling unit on the third floor, etc.

"**Cellar**" is referred to all the rooms in a building/house whose floor of the dwelling is located more than 1 m below the level of the land surrounding the building. For all dwelling units located in the cellar, the enumerator shall write a number "50" in the pre-printed boxes.

"Basement" is referred to all the rooms in a building whose floor of a dwelling unit is located less than 1 m below the level of the land surrounding the building/house. For all the dwelling units located in the basement, the enumerator shall "60" in the pre-printed boxes.

"Mezzanine" is located between the ground floor and the first floor, and usually in cases where in one part of the ground floor there are bars or shops. It should not be regarded as a ground floor as it is structurally linked to the ground floor, and it is separated from the first floor by a joint construction between the floors.

For all dwellings located in the mezzanine, the enumerator shall write "70" in the pre-printed boxes.

"Attic" is referred to the rooms built inside the roof construction of the building/house and adapted for habitation. The attic is a part of the building whose area is located above the last floor and immediately below the sloping or curved roof. As a rule, it is not regarded as a floor, however, if in that space a dwelling unit or business premises were constructed it is then regarded as the next floor above the last floor of the building. For all dwelling units located in the attic, the enumerator shall write "80" in the pre-printed boxes.

Dwelling unit on two or more floors/levels is a dwelling unit which (as a rule) has one entrance, and the premises are located on several levels linked by their own staircase inside the dwelling unit. These dwelling units are usually found in the family houses, villas, etc., where all the dwelling units in the building/house have their own entrance directly from the level of the surrounding land, i.e., from the courtyards, streets, etc., but may also be found in the residential buildings with more dwelling units, especially in newly constructed ones. In such cases, the enumerator shall fill in the floor where the lower level of the dwelling unit is located, and in a separate box, on the right side from the boxes for the floor, the enumerator shall write "X".

5 . Useful floor space (m²)

As an answer to this question the enumerator shall filled in the total useful floor space of the whole dwelling unit in the given boxes, and the floor space (surface) shall be written as a whole number.

Data on useful floor space shall be taken from a document on tenure status of the household (for example, purchase contract, lease agreement, and decision on provision of dwelling unit), from the project for the construction of a building/house which is an integral part of the building permit or any other document. If a person who provides the data does not have any of the mentioned documents, the data on the useful floor space of dwelling shall be filled according to the statement of such a person. If a person who provides data is not able to answer this question, the enumerator shall calculate the data on the basis of the length and width of each room and summing up the surfaces of all the rooms, or shall fill in data on the basis of experience gained by enumerating all such dwelling units in the same building/house.

For unoccupied dwelling units the enumerator shall fill in these data comparing them with the same or similar dwelling units in the same building/house (data provided by a person – neighbors living in the same or similar dwelling unit. If there is no any auxiliary data source, for example on a dwelling

unit in the family house, the enumerator shall estimate as best as possible such a data based on the length and width of the building/house and number of floors. In such a case, he/she shall deduct 20% , at least, from this rough calculation of the dwelling unit surface, which approximately accounts for the wall thickness, joint staircases, garages, etc.

Useful floor space is the floor space measured inside the outer walls of the dwelling.

The total useful floor space is the sum of the surfaces of rooms, kitchen, bathroom, toilet, pantry, lobbies and other auxiliary rooms in the dwelling units, including partly loggia surface (75% of the total surface), covered terraces (50% of total surface), balconies and open terraces (25% of the total surface). The surface of the dwelling includes surface of the room or kitchen, which is separated from the main rooms of the dwelling (located in the same building/house or in another building/house at the same address, but with separate entrance) and used over the whole year by one household.

The useful floor surface of a dwelling unit includes the room surface (inside dwelling) used for business activity (for example, tailoring, lawyer office etc.).

The useful floor surface of a dwelling unit (for example, in the family houses) does not include cellars and attics with no housing units, staircases leading up to the main entrance of the dwelling unit, separate rooms with central heating equipment, sheds and garages as well as the surface of the separated auxiliary rooms not used over the whole year, such are: summer house, separated toilet or pantry.

For a dwelling unit used by two or more households, data on the surface of the entire dwelling unit (as well as other data on the dwelling unit) shall be filled in only on one (first) P-2 form, because these data refer to a dwelling unit as a construction enclosure, and not on the parts used by the individual households.

6. Total number of rooms in the dwelling unit (with surface of 4m² or more)

The answer is given by filling the total number of room in the dwelling in the pre-printed boxes with a floor surface of at least 4m².

A room is a premise intended for habitation, separated from the other rooms in the dwelling unit by permanent walls, height at least two meters above the ground, with direct daily light, and with a floor surface of at least 4 m² and/or 2 meters large to hold a bed for an adult person. Direct daylight means the light coming directly through the window of the room , that is from an open area (street and yard), terrace or skylight.

A number of rooms also include .a room separated from the main rooms in the dwelling unit (located in another building/house at the same address or in the same building/house, but with a separate entrance), if the household uses it throughout the year as a part of the its dwelling unit.

So-called "half" room (for example, in the one-and-a-half room dwelling) as well as passable room, if it meets mentioned requirements shall be included in a total number of rooms.

Rooms which do not meet this requirement as well as kitchen and other auxiliary rooms are not included in the number of rooms, but their surface is included in the useful floor space of a dwelling

unit. Kitchens are not included in the number of rooms, however, if a dwelling unit has only one room used for sleeping, staying and cooking, such a room shall be enumerated as a room, not as a kitchen, that is the dwelling unit shall be considered without kitchen.

7. Kitchen

Answer "Yes" shall be marked, if there is a kitchen in a dwelling unit regardless of whether it was provided during the construction or was additionally converted for such a purpose. The enumerator shall enter the surface of the kitchen in the pre-printed boxes, that is write down as a whole number.

Kitchen is a separate room in a dwelling unit intended for cooking with the surface at least 4 m² or 2 m wide.

So-called kitchenette is also considered a kitchen (kitchen less than 4 m²).

Kitchen is also considered area separated from the dwelling unit (in the same building/house or yard), if used over the entire year for such a purpose. If such a separated kitchen in terms of construction is not used over the entire year (so-called, summer kitchen), it shall not be counted for enumeration.

If a kitchen is composed of two parts, the part used as a dining room and working area used for cooking, but not separated by an permanent wall, the surface of the entire room shall be enumerated as the kitchen surface.

If a kitchen is next to the living room not separated by a entire wall from the kitchen, then these two parts the enumerator shall enumerated separately, that is the surface of a cooking area is included in the kitchen area, and the area used as living room is included in the number of rooms.

Answer "**No kitchen**" in the dwelling unit shall be marked, if cooking is made in some auxiliary room (for example, lobby).

8. Bathroom

A dwelling unit "**has**" a bathroom if there is a separate room within the dwelling unit with fixed bath or shower and water supply and sewage disposal system.

A dwelling unit "**does not**" have a bathing facilities if there is no at all such a room or if the persons living there use bathing facilities (fixed bath or shower) provided in the same building/house, but outside the dwelling unit.

9. Toilet (separate and/or inside the bathroom)

A dwelling unit has a toilet if a separate room inside the dwelling unit or inside the bathroom is provided.

Answer "**Flush toilet**" shall be marked if flushed with running water under the pressure (water tank or similar facility). In such dwelling units and/or buildings/houses water supply and sewage disposal systems (installations) must be provided.

Answer "**No flush toilet**" shall be marked if there is a toilet in the dwelling but not provided with the flush facilities, that is the toilet is not flushed with the running water under the pressure. This is a case when there are neither water supply installations inside the dwelling unit nor such installations are connected to a water supply system. In such a case the dwelling unit should have been provided with the sewage disposal system to empty water into a public sewage disposal plant, septic tank or to empty waste water into an open ditch.

Answer "**No toilet**" shall be marked if there is no toilet in the dwelling unit or it is provided outside the dwelling unit in the same building/house or yard.

10. Water facilities

Answers from 10 to 14 are referred to the installations provided in the dwelling unit (water supply system, sewage disposal system, electricity, piped gas system and central heating facilities). For each of the mentioned installations or system the enumerator shall mark only one of the pre-printed answers. The dwelling unit is provided with water supply system, sewage disposal system, electricity, piped gas installations and central heating installations, if at least such installations were provided in one room, regardless of whether connected to a public system or to some other house facilities or plants.

The answer "**Yes, piped water from the public water supply system**" shall be marked when a dwelling unit was provided with the water pipes connected to a public water system. The public water supply system is a system with water supply facilities and devices. Water supply facilities and facilities and devices consider all plants for water supply and treatment, pump plants, reservoirs, water supply system with the pipe connections and water gauges including the main manhole to supply water to all users as well as potable water. The owner of a public water supply system is a public company, and users of dwelling units pay for the water supply, that is for the public services.

Answer "**Yes, piped water system connected to rural or local water supply system**" shall be marked when there are water supply installations in the dwelling unit connected to a rural or local water supply system.

Answer "**Yes, piped water from its own water supply pump**" shall be marked when water pipes are connected to own rain collecting plants tanks, wells and own water accumulation facilities (own water supply facilities refer to water sources provided for a small number of households). These are the potable water facilities provided with a water collecting facility, water filtering device and water tank.

Answer "**Yes, there are water supply facilities, but not functioning**" shall be marked, if there are water supply facilities in a dwelling unit but at the time of the Census still not connected to a public water supply system or other water supply home device (water supply system still not functioning in the dwelling unit).

Answer "**No water supply facilities in the dwelling unit**" shall be marked when there are no water supply facilities (without potable water running supply facilities), or potable running water is provided outside the dwelling unit in the same building/house in the yard.

11. Sewage disposal system

Answer "**Waste water empties into a piped system connected to a public sewage disposal plant**" shall be marked if there is a waste water system connected to a public sewage disposal plant. The public sewage disposal plant is a system used to empty waste and rain water from the connections in the settlements to the water treatment plants, open ditches or into the ground.

Answer "**Wastewater empties into a piped system connected to a closed septic tank**" shall be marked if a dwelling unit is provided with sewage disposal system connected to an independent wastewater home disposal facility (regulated septic tank). The controlled septic tank is a waterproof wastewater tank from each facility from which the collected wastewater and sludge are emptied to a public treatment plant.

Answer "**Wastewater empties into a piped system connected to a closed septic tank with an overflow**" shall be marked if a dwelling unit is provided with wastewater system connected to an independent home wastewater disposal facility (unregulated septic tank). The uncontrolled septic tanks are collectors of wastewater from particular buildings/homes. Wastewater and sludge are easily emptied by removing the sludge, by drainage into the ground or by evaporating into the surface waters.

Answer "**Other arrangements**" shall be marked when there is a sewage system in the dwelling unit and the content of the sewage system empties directly into the surrounding area (in the ground, a river, a stream, a lake, the sea, an open ditch, etc.).

Answer "**No sewage disposal system**" shall be marked when there are no sewage system in the dwelling unit connected to a public sewage disposal plant or some other device or way of disposal.

12. Electricity

Answer "**Yes**" shall be marked if at least in one room in a dwelling unit there are available (functioning) electrical installations.

Answer "**Yes, electricity available but not functioning**" shall be marked if there are electrical installations in at least one room in a dwelling unit, but they are not connected to the electric power network.

Answer "**No**" shall be marked if there are no electrical installations available in the rooms of the dwelling unit.

13. Natural gas

Answer "**Yes**" shall be marked if at least in one room of the dwelling unit there is a pipeline system to distribute natural or manufactured gas and the consumption of which is recorded by gas meters.

Answer "**Yes, there is a gas pipeline system but not functioning**" shall be marked if at least in one room of the dwelling unit there is a pipeline system to distribute natural or manufactured gas, but the pipes were not connected to the main gas pipeline system.

Answer "**No**" shall be marked if there are no gas pipeline system in the rooms.

14. Central heating

"**Yes**" shall be marked for a dwelling unit provided with heating installations (radiators, under floor heating, etc. including air conditioning system), regardless of whether there is an installation for a central heating (boiler) in the dwelling unit (independent central heating in the dwelling unit) or a central heating is provided from an installation in the building/house or from a community heating centre.

Answer "**Yes, there is installation but not connected**" shall be marked for a dwelling unit with provided heating installations, but the existing installations are not used.

Answer "**No**" shall be marked if there are no central heating installations in the dwelling unit.

6.5. How to fill in data in the part "Data on building/house"

Answers to the questions related to the building/house shall be provided by the same person who provided data on dwelling unit or person who is the most familiar with data on building/house. In case of residential building, if possible, answers to the questions related to building shall be provided by the superintendent or a person who is the most familiar with the situation in the building. If nobody lives in the building/house with one or more dwelling units, the enumerator shall estimate data on the basis of statements given by the neighbors or by comparing such data with other dwellings in the same or neighboring buildings/houses.

There are two basic types of housing units: **family or residential building**.

Basic types of family house (individual housing unit) are:

- detached house (not attached to any other buildings);
- semi-detached house (two attached individual houses by one side, that is provided with three free sides);
- row (terraced house) (attached or connected houses by sides);

Residential buildings are classified to: standard buildings, residential blocks, residential rows, residential skyscraper and complex buildings.

15. Dwellings by type of buildings/house

The enumerator shall define the type of a building/house according the total number of the dwelling units in the building and enter "X" in the box next to one of the pre-printed

answers. Answer to this question shall refer to dwelling unit, not to inhabited business premise or other housing units.

Answer "**Residential building/house with one dwelling unit**" shall be marked for family houses (detached house/not attached house) not attached to any other building (do not share any wall with another building) and with **one** dwelling unit, such are: detached family houses, rest houses, villas, bungalows, mountain cottages and summer houses.

Answer "**Residential building/house with two dwelling units**" shall be marked if there are, in the detached house/not attached to any other building, **two dwelling units**, with one above the other, connected by a common side wall and with own separate access to the outside. This answer shall also be marked if in the detached/not attached to any other building there are two dwelling units one above the other and each with separate access to the outside.

In case when the building/house has a ground floor and a floor and the access to the rooms on the floor is provided by staircase located in any of the rooms on the ground floor (lobby, dining room etc.), the household shall not be considered having two dwelling units, but only one.

Two dwelling units may be located in the same building/house or on the same floor/level (for example, on the ground floor), but each dwelling unit must have access from the common stairway and such dwelling units must not be internally connected (by doors or some other commonly shared rooms).

Answer "**Row or terraced house**" shall be marked for the dwelling unit located in the building/house in a row on an even ground (row of connected individual houses) or row of connected terraced buildings/houses with **at least three attached or connected dwelling units** each with separate access to the outside.

Answer „**Residential building with three or more dwelling units**“ shall be marked for the dwelling unit located in the residential building with **three or more dwelling units**, and is not considered a row building/house by definition. This residential building is a multi-floor building and with two or more dwelling units on one floor assigned to one building. This building usually have similar construction plans by floors, common stairway providing access to the individual dwelling units as well as to commonly shared rooms. Such buildings may have apart to dwelling units also business or other uninhabited area which by surface does not to occupy more than a half of the total useful space of the building. These are standard residential buildings, housing complex buildings, skyscrapers.

This modality shall also be marked in case when in the family detached/not attached to any other building there are three or more separate dwelling units, each with own access to the outside or access to the dwelling units is provided from the common stairway.

Answer „**Predominantly non-residential building**“ shall be marked if the dwelling unit is located in the building in which less than 50% of useful space is intended for habitation. It shall also be marked for the dwelling unit located in the family house (detached house/not attached or connected to any other building) in which less than 50% of the useful surface is intended for habitation.

16. Building/house by year of construction

As an answer to this question a year of construction of a building/house the dwelling unit is located in shall be filled out in the boxes. For buildings constructed in 1900 and before the enumerator shall write down 1900.

For buildings mostly or completely destroyed (by the war operations, by earthquakes, landslides, fires) and later were reconstructed or rebuilt, the enumerator shall write a year of reconstruction or rebuilding, not a year of the original construction.

For a **finished dwelling unit located in an unfinished building**, the enumerator shall write down **the year of the completed construction of a dwelling unit**. For the dwelling unit constructed in addition as a new housing unit or constructed by altering the purpose of the non-housing unit into a housing unit, the enumerator shall write down **the year of new construction or year of altering the purpose of housing unit**. If the dwelling unit was only **enlarged** (one room constructed), enumerator shall write down **the year of the original construction of the building**, not the year of enlargement. For **reconstructed** buildings/houses damaged during the war (for example, destroyed roof, windows, doors, parts of walls, etc.), the enumerator shall write down **the year of original construction**, not a year of reconstruction.

If it is not possible to determine the year of construction, the enumerator shall define an approximate year of construction on the basis of information provided by the respondent.

17. Dwellings by number of floors in the building/house

Floors are counted from the ground floor upwards. The ground floor, basement, cellar or attic are not included in floors. The ground floor is located above the basement and cellar or above the level of the surrounding land (if building/house neither has basement nor cellar) on which the residential or business premises were constructed.

NOTE: The enumerator shall, when writing down the answer to this question, respect the definitions of floor given in the Question 4.

18. Dwellings by materials of which the supporting system of the building/house is constructed

The enumerator shall define the type of materials the supporting system of the building/house was constructed.

The supporting (construction) systems refer to a way by which the construction elements were distributed in order to ensure the transfer of loads and stability of the building/house. Depending on the way to transfer the loads the following construction systems may be used in the buildings/houses:

- Skeleton (framework system) – properly distributed pillars and beams to take over the load of ceilings and mobile cargo
- System of full supporting walls – system of walls takes over the loads of ceilings and mobile cargo

Answer „**reinforced concrete, steel**“ shall be marked for buildings/houses with skeleton (framework) system of construction with the construction elements made of the reinforced concrete or steel. The skeleton (framework) system of construction is applied to high and very high residential building.

Answer „**bricks, stone, concrete**“ shall be marked for the buildings/houses with a system of full supporting walls where the supporting walls were made of bricks, stones or elements on the basis of concrete or light concrete. Such a combination is usual in construction of individual family houses. This includes also the residential buildings with combination of skeleton system of construction and full supporting walls system.

Answer „**wood, light materials**“ shall be marked for the buildings/houses made of baked clay, firmly packed earth (walls made of clay or walls made of lime and sand), wooden panels, firmly packed straw and other light materials. This answer shall be marked also for the buildings/houses in which the roof load is supported by wooden, steel or concrete frame, and firmly packed straw and other light materials were used for filling. This answer shall be marked also if it is not possible to define the main materials used for the supporting construction (for example, stones, bricks).

19. Roofing materials of the building/house

Answer "**Bricks**" shall be marked for a roof made of bricks or burnt clay (clay tiles).

Answer "**Concrete**" shall be marked for a roof made of concrete in case of flat concrete roofs or the roof was made of so-called concrete roof tiles.

Answer "**Tin**" shall be marked for a roof made of galvanized sheets, aluminum, copper, non-ferrous sheets, etc. Tin roof may be made of tiles granulated with different colors or of standard plain sheet tiles.

Answer "**Fiber-cement**" shall be marked for profiled roofs (for example, corrugated salonit) or in standard small and large formats (for example, flat panels - eternit etc.).

Answer "**Bitumen, tegola**" shall be marked for a roof covers made on the basis of bitumen. Bituminous roof cover may be made by tiles usually covered with fine sand. Tiles may be made as corrugated roof tiles and flat tiles – tegola, roofing cardboard panels and others.

Answer "**Natural materials**" shall be marked for roofs made of stone, wood, straw, etc.

Answer "**Other**" shall be marked for roofs made of materials not specified above.

20. Lift

Answer "**Yes**" shall be marked when there is a lift in the building/house, if operational most of the time and if regularly maintained, regardless of being non-operational during the Census.

Answer "**No**" shall be marked if there is no lift or is for a long time non-operational and generally unmaintained.

21. Accessibility to the building/house

Answer „**Access with no steps or ramp** “ shall be marked if there are no steps or entrance ramp to the front door of the building/house, that is the access is provided directly from outside.

Answer „**Access by using only steps**” shall be marked if there are proper steps provided to the front door of the building/house, with at least one step.

Answer „**Access by steps and ramp** “ shall be marked if there are both steps and ramp to the front door of the building/house.

Answer „**Access by using both steps and disabled stair lift** “ shall be marked if in addition to the steps there is installed a special disabled stair lift.

22. State of repair of the building/house

Answer “**Repair not needed**” shall be marked when the state of the building does not require any repairs or concerns repairs in terms of regular maintenance of the building/house and its parts in terms of construction and function (minor repairs of electrical installations, minor repairs of the roof and flat roof cover, replacement of light bulbs and door locks, minor carpentry repairs, minor plumbing repairs, regular maintenance of the boiler rooms, lifts and other regular services), removing graffiti from walls, etc.

Answer “**In need of repair**” shall be marked for repairs referred to moderate serious defects such as replacement of roof gutters, repair, replacement and rehabilitation of exterior walls, repairs of large area of broken plaster or mortar, repairs of damaged stairways etc., as well as repairs needed in case of serious structural defects of the building/house such as: repairs or replacement of the roof construction, missing covering material, and other roof elements (chimneys, air ducts, roof windows etc.), replacement of the lift and corresponding lift parts (lift hole with installations), cracks and holes on the exterior walls and missing stairways.

Answer “**Irreparable**” shall be marked for the buildings that are beyond repair, that is so many serious structural defects and it is deemed more appropriate to tear them down than to undertake repairs. This usually refers to buildings/houses with only the frame left standing, without complete external walls and/or roof, windows, doors etc.

6.6. How to fill in data in the part „Data on household “

Answers to this group of questions shall be provided only if a household lives in the housing unit, that is when in the identification data, field „Household“, there is a code which differs from zero.

Answers to all the questions in this group shall be marked by writing down the „X“ in the pre-printed boxes.

23. Type of ownership

To this question only one answer is possible.

Answer "**Ownership**" shall be marked when one or more household members who live in such a dwelling unit are owners of the whole dwelling unit (owner-occupied).

Answer "**Co-ownership**" shall be marked when one of the household members, who lives in such a dwelling unit is the co-owner of the dwelling with a person that is not a member of the household.

Answer "**Kinship relation to the owner**" shall be marked when none of the household members is the owner or co-owner of the dwelling unit in which they live, but at least one of the household members is a in kinship relation to the owner (who is not a household member).

Answer "**Rented dwelling unit – in private ownership**" shall be marked when the household uses the whole or a part of a dwelling unit for a definite period, under the lease agreement with the owner. (in private ownership of a person).

Answer "**Rented dwelling unit - in State ownership**" shall be marked when the household uses the whole or a part of a dwelling unit for a definite period, under the lease agreement with the owner. (in State, city or municipal ownership).

Answer "**Other**" shall be marked for each collective (institutional) household, for each one-person or family household who is permanently accommodated in a collective living quarters, for each household accommodated in the business premises or other housing units (huts, shacks, tents, etc.), and for homeless persons.

24. Type of heating

One answer shall be given to this question according to the actual type of heating used during the last heating season. Housing unit is considered heated, if at least one room in the dwelling unit was heated continuously or occasionally in the last season.

Answer "**Central heating from an installation in the housing unit**" shall be marked if the whole housing unit or at least the major part of it is centrally heated when heating is provided either from a facility or installation built in by the owner or user of housing unit, or owners and/or users of housing units in the same building/house. The central heating installation (boiler) may be located in one of the rooms of the housing unit or in a separate room outside housing unit (or in the commonly used room when several dwellings in the same building/house are heated by the same installation). Users of such a heating system pay for the consumed energy (for example, gas, oil, fuel oil), and not for supplied heat.

Answer "**Central heating from a community heating centre**" shall be marked if there is in the settlement a thermal power plant heating several buildings/houses. The owner of thermal power plant is a public company; and users of the housing units pay the bills for the delivered heat not for fuel. In such buildings/house all occupied dwelling units may have the same answer to this question.

Answer "**Other type of heating of the whole housing unit**" shall be marked if the whole housing

unit, during the last heating season, did not use any of the above mentioned types of heating, but used other alternative energy for heating, for example, solar collectors etc.

Answer "**Separate heating of rooms**" shall be marked if separate heating of rooms was provided by stoves (using fire wood, coal, electricity, gas), fireplace or hearts.

Answer "**No heating at all**" shall be marked if during the last heating season no heating was provided (permanently or occasionally) in the housing unit.

25. Main type of energy used for heating in the housing units (several answers possible)

Several answers may be provided to this question. For example, if the heating in the housing unit was provided by several type of heating (for example, stoves using fire wood or coal, electric heater, the enumerator shall mark three answers, that is coal, fire wood and electric energy).

26. Potable water supply system

Only one answer may be given to this question following the main type of portable water supply system used by the household.

Answer "**Piped water in the housing unit from a community scheme**" shall be marked if the household mainly uses this type of potable water supply. A household may, in this case, have its own water pump (a facility to increase water pressure) connected to a community scheme.

Answer „**Piped water in the housing unit from a rural or local water system**" shall be marked if a household mainly uses this type of potable water supply.

Answer "**Piped water connected to own water supply pump** " shall be marked if the household mainly uses this type of potable water supply, and when the own water supply pump is not connected to a community scheme but to its own well.

Answer "**Drinking fountain in the courtyard connected to a community scheme** " shall be marked if the household is mainly supplied with potable water from the drinking fountain directly connected to a city, group or local water supply system, provided that there are no water installations functioning in the housing unit, but the drinking fountain (or fountains) is located in the courtyard where a housing unit is.

Answer "**Drinking fountain in the courtyard connected to own water supply pump** " shall be marked if the household is mainly supplied with potable water from the drinking fountain connected to own well (piped or dug well) or connected to a public well and located in the courtyard where the housing unit is. A public well is a facility with a proper protection zone and installations for potable water supply to at least two households in the rural area.

Answer "**Street fountain**" shall be marked if the household is mainly supplied with potable water from public fountain. A public fountain is a facility with proper protection zone and installations to provide potable water supply to the citizens and passers-by.

Answer "**Dug well**" shall be marked if the household is mainly supplied with potable drinking water from a dug well. A dug well is a water well more than 8 m deep.

Answer "**Drilled (piped) well**" shall be marked if the household is mainly supplied with potable water from the drilled well. A drilled well is a well from which the underground water is taken from the levels full of water through a drilled hole (30 m and more).

Answer "**Artesian well**" shall be marked if the household is mainly supplied with potable water from an artesian well. Artesian well is a well providing artesian water laying between the impenetrable layers of a soil and under the pressure, so it comes to the surface through a pipe installed immediately after drilling. The artesian wells are drilled in the plains along the rivers where there is no water spring or good underground water in big quantities.

Answer "**Controlled water spring**" shall be marked if the household is mainly supplied with potable water from a controlled water spring. Controlled water spring is a place where water is taken for public water supplies (springs, wells, rivers, lakes, reservoirs).

Answer "**Cistern (water tank)**" shall be marked if the household is mainly supplied with potable water from its own water tank (cistern) manually filled with water or where it collects rainwater (private source-cistern).

Answer "**Bottled water**" shall be marked if the household mainly uses bottled potable water (from the shop), although it has water in the dwelling unit or outside dwelling unit connected to a water supply system or own water supply pump.

Answer "**Other**" shall be marked if the household is supplied with potable water in a way not covered by previous answers.

6.7. How to fill in data in a part „Data on agriculture”

Answers to this group of questions shall be provided only if a certain household lives in the housing unit, that is only when in the identification data, in the field "Household" a data with a value higher than zero is written down.

27. Total available land of the households in BiH

Total available land owned by all the members of a private household and/or collective household in the territory of BiH shall be recorded.

Data on available land shall refer to the situation as on 30 September 2013 and/or on the land on the territory of Bosnia and Herzegovina.

Data shall be written down in land measure called dunum (DUNUM) and square meters (m²).

If the person who provides data uses other measuring units (hectare, are), the enumerator shall recalculate them in dunums and square meters using the table for recalculation of measures.

Table for recalculation of measures

1 are = 100 m ²

1 dunum = 10 are = 1 000 m ²
1 hectare = 100 dunums = 100 are = 10 000 m ²

If there is no data, the boxes shall be left empty (do not write zero, or dash etc.)

The total available land of the household shall include the land owned by all the household members in the territory of BiH, as well as the land owned by other persons (individual, land of companies or cooperatives, or State land), which the household has rented in (for money, leased in, leased out/share farming, free of charge etc.), also including the land for which the household does not have any legal documents but uses it (usurped land etc.), as well as the land the household united with a company, agricultural cooperative or some other household.

The total available land of the household at the Census critical moment shall not cover land given to other persons, enterprises, cooperatives (rented out for money, leased out, share farming, free of charge, but to be worked off).

The total available land of a household at the Census critical moment refers to a sum of all the areas of the following land classes:

- Agricultural land – arable land and gardens, kitchen gardens, orchards, vineyards, nurseries and other permanently planted areas (land with basket willow (osiers), growing Christmas tree for the commercial purposes etc.), meadows and pastures regardless of whether the household used/cultivated this land in the last 12 months or not.
- Forests – refer to areas under trees or forest shrubs, including areas under forest infrastructure (forest roads, storage depots for timber etc.).
- Other land – areas under buildings/houses, roads and yards, rocky grounds, quarries, fishponds, mushrooms gardens, swamps and other available land inadequate for agricultural production.

If a household has available land (data under Question 27), the enumerator shall proceed to Question 27.1 (Agricultural land). If a household does not have available land, the enumerator shall proceed to Question 28 (Did your household use/cultivate agricultural land for the agricultural production during the last 12 months and/or at the Census critical moment rear cattle, breed poultry, keep bees, including fish farming, mushroom cultivation etc.).

27.1. Agricultural land

Out of the total available land on 30 September 2013, the enumerator shall write down the areas of agricultural land.

27.2. Areas under forests

Out of the total available land on 30 September 2013, the enumerator shall write down the areas under forest.

27.3. Other land

Out of the total available land on 30 September 2013, the enumerator shall write down the areas of other land.

Note: The enumerator shall proceed to Question 28 regardless of whether a household has available land or not.

Before continuing to write down the answers referred to agriculture, the enumerator shall define whether a household is engaged in its own agricultural production alone or together with other household.

To avoid double recording of areas, if two or more households commonly use or cultivate agricultural land, data on commonly used land shall provide a person who is a leader of such an agricultural production (person economically and legally responsible for the common agricultural production and/or person who takes the work risks). If several persons are responsible for the common agricultural production, a leader shall be considered the oldest person.

If two or more households rear cattle together, the cattle shall be recorded with the household with which it was at the Census critical moment.

If the households who commonly use agricultural land or cultivate agricultural land or commonly rear cattle and apart to such a common agricultural production also perform partly agricultural production independently (for example, rear cattle individually or cultivate an agricultural land individually), such agricultural production shall be recorded separately. The household whose member is the leader of the common agricultural production, if partly and individually performs agricultural production, shall provide summary data.

Example:

Household of Simo Simic uses 90 dunums of arable land. He cultivates land together with his sons, who also have their own households and live in separate houses. The leader of the common agricultural production is Simo Simic and in the questionnaire for his household, the enumerator shall enter data on the arable land (90 dunums). However, apart to this common agricultural production, the household of his younger son also rears cattle and breed poultry individually, and the household of his older son also cultivates purchased land (25 dunums of orchards). Data on individual agricultural production shall be entered for the households of sons, that is: data on the cattle and poultry shall be entered for the household of the younger son, and data on individually used orchard (25 dunums) shall be entered for the household of the older son.

28. Did your household use/cultivate agricultural land for agricultural production in the last 12 months and/or at the Census critical moment rear cattle, breed poultry or keep bees, including fish farming and mushroom cultivation?

Depending on a fact whether the household during the last 12 months used/cultivated agricultural land for the agricultural production and/or at the Census critical moment reared cattle, bred poultry or kept bees, including fish farming and mushroom cultivation, possible answer to this question may be “**Yes**” or “**No**”.

Answer “**Yes**” shall be marked, if the household:

- in the last 12 months used/cultivated agricultural land for agricultural production in the territory of Bosnia and Herzegovina: arable land and gardens/kitchen gardens, orchards, vineyards, nurseries and other permanent plants (osier land, Christmas tree plants for commercial purposes etc.), meadows and pastures

- and/or at the Census critical moment reared cattle, bred poultry or kept bees, including fish farming and mushroom cultivation.

If answer “Yes” is marked, the enumerator shall proceed to Question 29.

Answer “No” shall be marked, if the household in the last 12 months did not use/cultivate agricultural land for agricultural production and/or at the Census critical moment did not rear cattle, breed poultry or keep bees, including fish farming and mushroom cultivation. If answer “No” was marked the enumeration shall be ended.

29. Write down surfaces/areas of used agricultural land, fish ponds and mushroom gardens (own + rented in):

Used agricultural land refer to arable land and gardens/kitchen gardens, orchards, vineyards, nurseries, meadows and pastures in the territory of Bosnia and Herzegovina used by a household for the agricultural production in the last 12 months.

It may be agricultural land owned by any household member, as well as land taken in from other persons for use, that is rented in (for money, leased in, share farming, free of charge, without agreement of the owner etc.). Land owned by any household member rented out to other persons shall not be counted.

Agricultural land owned by any household member rented out and land which a household did not use in the last 12 months (no agricultural production) due to economic or other reasons and not “set-aside” in the crop rotation system (fallow land) shall not be included in the used agricultural land.

29.1. Areas under arable land and gardens/kitchen gardens

Arable land and gardens/kitchen gardens are areas regularly farmed and cultivated following the crop rotation. Crop rotation refers to regular and in advance planned crop change (rotation system) aimed at more efficient use of land.

Areas under arable land include:

- **Areas under cereals** (wheat, corn, rye, barley, oats and other cereals), **industrial plants** (sunflower, soya, sugar beet, tobacco, oil seed rape, hops, broomcorn, medical and aromatic plants and other industrial plants), **forage crop** (clover, alfalfa, vetch, field pea, fodder corn, pumpkin and other forage crops) and areas under **potatoes**;
- **Areas under vegetables** (carrot, onion and garlic, beans, peas, string bean, cabbage, kale, cauliflower, cucumber, tomato, paprika and other vegetables), **strawberries, melon and water melon**, regardless of whether the area is on an open or in the protected space (glasshouses, greenhouses);
- **Areas under flowers and decorative plants**, regardless of whether the area is in the open or protected space (glasshouses, greenhouses). Non-productive areas under flowers and decorative plants (in the yards, parks etc.) shall not be counted;
- **Other** – arable land and gardens/kitchen gardens under other, not mentioned (basket willow, hop field, chicory etc.) crops.

Areas under gardens/kitchen gardens refer to areas usually separated from other agricultural land which are as a rule located around the house (garden plot) and are mainly used to cultivate crops, mainly vegetables to be consumed by the household members or to sell surplus in the market.

Used arable land and gardens include fallow land (areas “set-aside” at least one year), as well as neglected land etc. (areas not cultivated at least 5 years, but left to grass).

Note: If the same surface of arable land and gardens/kitchen gardens at the Census critical moment was used for different crops and plants (at the same time or one after another), such area shall be counted only once.

29.2. Orchards

Orchards are agricultural land under fruit trees (apples, plums, cherries, sour cherries, pears, peaches, apricots, quinces, walnuts, almonds etc.) and shrubs of berry fruits (raspberries, blackberries, blueberries, currants, cranberries, mulberries and other berries). The enumerator shall also include olive and citrus fruits plantations (lemon, orange pomegranate, kiwi, fig etc.). The enumerator shall fill in the areas of all orchards, productive and young trees regardless of the level of cultivation and distance between the trees, the use of agro-technical measures, that is regardless of whether the orchards are commercial orchards or not.

Note: If other crops are cultivated between the rows of the fruit trees, the corresponding area under such crops shall not be included in the orchard area and shall be included in the arable land and gardens.

29.3. Vineyards

Vineyards are land planted with vines to produce table grapes.

The area of all vineyards used by a household, regardless of type of cultivation, the distance between vines whether agro-technical measures are applied or not, that is regardless of whether the vineyards are plantations or not shall be enumerated.

Note: Land under vines (fruit bearing or young) cultivated with a specific distance between the grapevines and such a space is used to cultivate crops, or grapevines are grown on the edges of the fields, shall be enumerated in such a way that the corresponding part of the area is included in the vineyards, and rest in the arable land or other land category.

29.4. Nurseries

Nurseries are areas of agricultural land used to grow seedlings regardless of type of seedlings (fruit seedlings, vine seedlings, horticultural plants and forest tree seedlings).

29.5. Meadows and pastures

Meadows and pastures are areas covered with grass and used for sowing or grazing. Clover and alfalfa fields are not included in meadows.

29.6. Fishpond areas

The enumerator shall write down in the pre-printed boxes the total fishpond areas used for fish farming in the last 12 months.

Fishponds are controlled areas (earthen or concrete pool-shaped) on the agricultural or other area or fishing water intended for farming and production of fish and mollusks, fish milt or spawn.

29.7. Effective area of mushroom garden

The enumerator shall write down in the pre-printed boxes the effective areas used in the last 12 months for mushrooms cultivation (surface of bags, bed etc. in the basements, tunnels, caves and similar facilities for cultivation).

30. To enter a number of cattle, poultry or bee hives on the Census day:

If a household is engaged in the cattle rearing, the total number of animals by types and categories shall be entered (dairy cows) on the Census critical day, that is 30 September 2013.

All cattle, poultry, bee hives owned by a household during the Census shall be enumerated. Cattle, poultry, bee hives owned by companies or cooperatives which are with the household for fattening, keeping etc. snot be enumerated. Cattle with other household in the same or another place and used for work or feeding, shall be enumerated with the owner of such cattle, regardless of how long is used for work and/or feeding by other household, provided that the owner of such cattle has economic benefits. Cattle shall be enumerated with owner also in cases when at the Census critical moment the cattle are on grazing or with other household also for grazing.

30.1. Cattle, total

All categories of cattle shall be enumerated (offspring and adult cattle together), regardless of their gender, age and purpose of rearing (reproduction or slaughter): calves, bullocks, cows, heifers, steers and bulls.

30.1.1. Out of which: dairy cows

Female heads which have already calved shall be enumerated (including cattle under 2 years old) which are because of their breed or certain qualities, reared exclusively or mainly for milk production and consumption or for processing of dairy products.

30.2. Pigs, total

All categories of pigs (offspring and adult pigs together), regardless of their gender, age and purpose of rearing (breeding or for slaughter): pigs, piglets, sow boars and fattening pigs shall be enumerated.

30.3. Sheep, total

All categories of sheep regardless of sex, age and purpose or rearing (lambs and tags, sheep to milk, for breeding and rams and sterile sheep) shall be enumerated.

30.4. Goats, total

All categories of goats regardless of gender, age and rearing purpose shall be enumerated (kids and for breeding, to milk, male goats and sterile female goats).

30.5. Horses, total

All categories of horses (offspring and adult horses together), regardless of gender, age and rearing purpose; foals, yearlings, mares, in-foal yearling mares, stallions and geldings shall be enumerated.

30.6. Poultry, total

The total number of poultry of both gender shall be enumerated, regardless of the purpose of rearing and age: chickens, ducks, geese, turkeys and other poultry (egg-laying or meat).

30.7. Beehives, total

The total number of beehives (with mobile and immobile comb) with a colony of bees shall be enumerated. If in one beehive there are several colonies of bees (clustered swarm), then each colony (swarm) shall be enumerated as a separate beehive.

31. Does a household sell its own agricultural products in the market?

Answer „Yes“ shall be marked, if the household used to sell occasionally or continuously its own agricultural products in the market (green market, repurchase, own shops or in the agricultural holding. Otherwise, answer „No“ shall be marked.

32. Does the whole agricultural production or its major part is performed in the Census municipality?

If the whole agricultural production (crop cultivation and cattle production, fish farming and mushroom cultivation) or its major part is performed in the Census municipality, the enumerator shall mark answer „**Yes**“, otherwise the enumerator shall mark answer „**No**“. If answer to this question is “Yes” the enumerator shall proceed to the part FOR ENUMERATOR, and if answer is „No“ the enumerator shall in the pre-printed boxes for the Question 32.1. write down the name of the municipality where the agricultural production or its major part is performed (effected).

PART FOR ENUMERATOR

The enumerator shall check the answer given to Question 28.
If “Yes” is marked for the Question 28, the enumerator shall write down “Yes” in the Control Book, Column 10.

7. PERSONAL QUESTIONNAIRE (P-1 form)

The Personal Questionnaire shall be compiled in for all the persons entered in the List of persons in the Questionnaire for Household and Dwelling Unit (P-2 form).

FILLING IN IDENTIFICATION DATA

Identification data (code of the entity/BD, municipality, enumeration area, dwelling unit, household) shall be copied from the front page of the Questionnaire for Household and Dwelling Unit (P-2 form), and the enumerator shall copy **the ordinal number of the person** from the column (a) of the List of persons from the inside page of the form P-2.

When filling in the Personal Questionnaire for persons in the collective living quarters, the enumerator shall assign the ordinal numbers successively following the order to fill in the forms. The ordinal number of the last person enumerated must correspond to the total number of the persons entered in the List of persons.

After entering the identification data, the enumerator must mark the script (Latin or Cyrillic script) to be used for filling in the Personal Questionnaire.

The diagram illustrates the data flow between three forms:

- HOUSEHOLD AND DWELLING QUESTIONNAIRE (P-2):** Contains fields for Latin script, Cyrillic script, FORM (2), ENTITY/BD BiH (1), MUNICIPALITY (10213), ENUMERATION AREA (011), DWELLING UNIT (022), HOUSEHOLD (017), and BUILDING (014).
- PERSONAL QUESTIONNAIRE (P-1):** Contains fields for Latin script, Cyrillic script, FORM (1), ENTITY/BD BiH (1), MUNICIPALITY (10213), ENUMERATION AREA (011), DWELLING (022), HOUSEHOLD (017), and PERSON (001). Arrows indicate that data from P-2 is transferred to P-1.
- LIST OF PERSONS:** A table with columns for Ordinal number of the person, Name and surname, and Name of one parent. An arrow from the PERSON field in P-1 points to the first row of the table.

Ordinal number of the person	Name and surname	Name of one parent
(a) 001	MARKO MARKOVIĆ	DAVOR
□□2		

Name, name of father or mother and surname

The enumerator shall write down in the first row the name, in the second row name of father or mother and in the third row the surname of a person recorded in the Register of Births, ID card or in other personal documents.

In case of newborn infants who still do not have a name, the enumerator shall write down: son, daughter, name of father or mother and surname.

Sex

The answer shall be marked in the box with one of the pre-printed options, entering „X“ (male or female).

One of the pre-printed answers must be marked for each person for who the Personal Questionnaire has been filled.

Date of birth and PIN (personal identification number)

The enumerator shall enter the personal identification number for each person enumerated. If during the first visit to the household the enumerator did not collect personal identification numbers for all the persons, he/she shall return to the same household to collect missing data.

The enumerator shall carefully write down all 13 digits (numbers) of the PIN, out of which the first 7 digits refer to: day, month and year of birth and shall be written down in the boxes: “Day”,

“Month” and “Year”, and the remaining/other six (6) digits shall be written down in the boxes “Other 6 digits of the PIN”.

If a household member for whom the Personal Questionnaire shall be filled is not present in the place of the Census, the household member providing data for the absent member may read the PIN from any of the personal documents of the absent household member.

If the enumerator cannot collect data on PIN number at all, in such a case and on the basis of a statement of the person who provides data, the enumerator shall write down in the first 7 boxes data on day, month and year of birth and other boxes shall leave empty.

If a person does not know the exact date of birth, the enumerator shall encourage the person to remember an important event from the beginning of his/her life and accordingly to approximately determine the date (or just a year) of birth, and other boxes the enumerator shall leave empty.

If for a person even a year of birth is unknown, but more or less somebody knows how old the person is, the enumerator shall define/calculate the year of birth of such a person and shall write down such data as a year of birth.

For each person for whom the Personal Questionnaire is filled in the enumerator must write down the date of birth.

Place of usual residence (questions 1-7)

Place of the Census is a settlement where the enumeration is conducted.

1. Person to be enumerated is:

For each person to be enumerated the enumerator shall mark one of the pre-printed modalities.

Answer “a” shall be marked for all the household members who live in the place of the Census a year or more or arrived there with intention to live there, and then the enumerator shall proceed to Question 2.

This answer shall be marked also for a:

- Person who lives in several places (settlements) during a year if he/she constitutes one-person household, but spends most of the time in the place of the Census.
- Person who studies in the place of the Census but lives in marriage or consensual union in so-called student marriage.
- Person who lives in the place of the Census in institutional (collective) household.
- Child who after divorce of his/her parents lives in two households provided that he/she spends same period of time in both households, but is at the place of the Census (with one parent) at the time of enumeration.

- Child born during 12 months before the “Census critical moment” provided that the same answer was marked for the parents.
- Homeless persons

Examples how to correctly mark the answer “a”

The answer a) shall be marked in case when the enumerator:

- enumerates in Bijeljina a person who has been living in the place of the Census since birth and is present there at the moment of enumerator’s visit,
- enumerates in Dobož the whole household who arrived from Mostar 2 years ago (all household members),
- enumerates in Bihac a person who arrived in Bihac 2 months ago to be married and intends to live there,
- enumerates in **old people’s home** in Banja Luka a person regardless of his/her length of stay in the old people’s home. The same modality shall be marked for all the students from abroad who study in BiH and reside in the residence for students,
- enumerates in Tuzla a person in the street, in the park etc., that is a **homeless person**,
- enumerates in Livno a person who **does not have his/her household** in another place in BiH or abroad (one-person household), but who arrived in the place of the Census three months ago due to job (found a job),
- enumerates in Lisnji a person who is temporarily absent at the time of enumerator’s visit to the household, because he/she is at school or at work in Prnjavor, but used to return to his/her household on a daily basis or every second day (working in shifts),
- enumerates in Zenica a person who arrived from Maglaj due to study and who lives in a marriage or consensual union (**student marriage**), regardless of whether such a person lives in the residence for students or in a rented dwelling unit.

Answer “b” shall be marked for the household members who are absent from the place of the Census due to work/study or stay in another place in BiH or abroad, and then the enumerator shall proceed to Question 3A.

This modality shall be marked for the persons who work or study (pupils, students), or for the absent persons due to other reasons, in another place in BiH or abroad regardless of the fact that at the “Census critical moment” they actually might have been present in his/her household (due to annual vacation, visit to family etc.).

All the members of one household cannot have the modality “b” marked for the Question 1. Therefore, there should be at least one household member with modality “a” in such a household.

Examples how to correctly mark the modality “b”:

The answer b) shall be marked in case when the enumerator:

- enumerates a person in Gradiska for whom a member of the household declares that he/she is absent due to work in Banja Luka and does not return to the place of the Census on a daily basis,

- enumerates a person in Travnik who studies in Sarajevo, but at the time of enumerator's visit to the household is accidentally present due to his/her visit to parents,
- enumerates a person in Bihac who works for some time in Slovenia (less or more than a year), and at the enumeration period visits his/her household for a couple of days and shall be returning to Slovenia,
- enumerates a person in Zvornik who went to Serbia to visit relatives for 10 days,
- enumerates a person in Ljubinje for whom a household member declares that he/she is in Brussels for professional training.

Answer “c” shall be marked for the persons who are temporarily present in the place of the Census, less or more than a year, due to work/study or stay, and then the enumerator shall proceed to Question 3B.

For example, answer “c” shall be marked for persons who temporarily live in the place of the Census more or less than 12 months due to work (definite or indefinite time, who have craft shop, restaurant or other shop, due to seasonal works, sent by the employer to work on construction or assembly works or other works), study or medical treatment, visit to family or friends, stay in leisure and recreation house or similar reasons.

This modality shall be marked also in case when all the household members are in the place of the Census, Census critical moment, but who live more than a year in another place in BiH or abroad and are present in the place of the Census due to visit the dwelling unit, relatives, holidays or similar reasons.

This modality shall be marked also for asylums present in BiH and for who the reason of presence 4 – Other reasons is marked for the Question 3B.

Examples how to correctly mark the modality “C”

The answer c) shall be marked when the enumerator:

- enumerates a person in Gradiska who has been present there 3 months due to seasonal work, but whose household lives in Kozarska Dubica,
- enumerates a person in Trebinje who has been present there 5 months due to work, but whose household lives in Croatia,
- enumerates a student in Sarajevo who has his/her household in some other place in BiH,
- enumerates a person in a rented dwelling unit in Bugojno who has his/her household in another place in BiH but is temporarily present in the place of the Census due to work, study or other reasons,
- enumerates in Mostar a whole household who has been living in France more than a year and at the time of the Census they are visiting their dwelling unit, relatives etc. For all the members of this household this answer shall be marked.

2. Is person present at the place of the Census?

Answer **“Yes”** shall be marked for each person present in the place of the Census and then the enumerator shall proceed to Question 8.

This modality shall be marked also for persons who work/study in another place and return **on a daily basis** to a place where his/her household lives (so-called daily migrants). Accordingly, it shall be considered that person returns on a daily basis also when due to nature of work has a shift lasting 24 hours or more (for example, in case of some transport, police, health and other services).

Answer **“No”** shall be marked for a person (household member) who at the time of the Census is in some other place in BiH or abroad (due to work/study or other reasons) and the enumerator shall proceed to Questions **3A**. When writing down the answer to this question the enumerator must check whether one of **codes related to reason of absence** was written down for each absent person in the Column 10 of the List of persons (P-2 form).

Note: Persons who work or study (pupils and students) or persons absent from other reasons (another place in BiH or abroad) regardless of the fact that they might have been present “at the Census critical moment” in their household (due to annual vacation, visit to family etc.) shall not be considered present at the place of the Census. For such persons the enumerator shall mark answer **“No”** and proceed to Question **3A**.

3A. Reason of absence from the place of the Census

3B. Reason of presence in the place of the Census

(code from the List of persons, from the Column 10)

As an answer to this question the enumerator **shall copy the code of reason of absence/presence** of a person from the Column 10 of the List of persons (P-2 form).

Before copying the corresponding code, the enumerator shall check again with the respondent or a household member who provides data whether a corresponding code of reason of absence for the household members and/or reason of presence for a temporarily present persons was entered in the Column 10 of the List of persons.

4. Duration of absence/presence

For persons absent from the place of the Census, the enumerator shall enter data on the duration of their absence, and for the temporarily present persons the enumerator shall enter data on the duration of their presence in the place of the Census.

For persons who are absent/present for one year or more, the enumerator shall enter the number of completed years of their absence /presence and shall proceed to Question 6. For example, if a person has been abroad for 5 years and 8 months, the enumerator shall write down 5 in the boxes next to modality “One year and more (number of years).”

For persons who are absent/present less than one year, the enumerator shall write down the total number of completed months of their absence/presence and shall proceed to the next question (Question 5.). For example, if a person has been abroad 7.5 months for work, the enumerator shall write down 7 in the boxes next to the modality. “Less than one year (number of months).

Duration of absence/presence shall be calculated from the moment when a person due to any reason (marked for the Question 3) went to another place in BiH or abroad (or arrived to the place of the Census, for a temporarily present persons), **and not from the last stay in the place of the**

Census (or place of usual residence for the temporarily present persons), for example, for vacation, visit to relatives, holidays etc.

If a person is **absent/present less than a month**, the enumerator shall write **down zero (0)** in the boxes pre-printed **for the number of months**.

5. How long a person intends to be absent/present?

A person who is absent less than a year from the place of the Census shall answer how long he/she intends to be absent from the place of the Census.

A person who is temporarily present in the place of the Census shall answer how long he/she intends to be present in the place of the Census.

Short-term and temporary stays in the place of the Census (or place of usual residence for temporarily present persons), for example, due to vacation, visit to relatives, holidays etc. shall not be counted.

If person intends to be present/absent one year or more, the enumerator shall mark answer "One year or more". If it concerns a period less than a year, the enumerator shall write down a number of months.

If a person intends to be **absent/present less than one month**, the enumerator shall write **zero (0)** in the boxes pre-printed for a number of months.

6. Place where an absent/present person is/place of usual residence of the temporarily present person

Place of usual residence

Recommendations and rules provided in this chapter are provided to ensure that each person has only one place of usual residence. Given the international context this is very important in order to avoid situation that the persons are included in the total number of population in several countries, or not included anywhere.

It is important to say that the place of enumeration does not refer always to a place of usual residence of a person, that is the address the person is registered according to the personal documents.

Place of usual residence is a place where a person usually spends a day, regardless of his/her temporarily absence (due to recreation, vacation, visit to friends or relatives medical treatment or religious pilgrimage), as well as a place in which a person lives continuously one year or less than one year but intends to stay in such a place at least one year more.

If such a place is in Bosnia and Herzegovina, as an answer to this question the enumerator shall mark modality "In BiH", and then in the pre-printed boxes, in the first and second row, shall write down the present name of the settlement in which an absent person is, and a name of the municipality to which such a place belongs and/or present name of the settlement and municipality of the place of usual residence of the temporarily present person.

Note: For the municipalities: Foča, Kupres, Trnovo and Pale, located in both entities and having the same name, the enumerator shall write the abbreviation for the entity next to the name of the

municipality (e.g. Foča-RS or Foča-BiH, Pale-RS or Pale-FBiH, Trnovo-RS or Trnovo-FBiH, Kupres-FBiH or Kupres-RS).

For absent persons who are abroad, as well as for the temporarily present persons from abroad, the enumerator shall not enter any data in the first and second row, and in the third row shall write down only the name of other country.

Settlement is a part of the area of the local-self management unit, with built housing units, provided basic communal infrastructure and other facilities to meet the requirements and needs of its citizens.

Settlement, by a rule, belongs only to one municipality/city, an exception is the settlement of Sarajevo which covers the area of 5 municipalities (Stari Grad Sarajevo, Centar Sarajevo, Novo Sarajevo, Novi Grad Sarajevo and Ilidza). A settlement can be urban and rural or other (rural or mixed).

For example, the municipality of Zenica covers in total 83 settlements, out of which an urban settlement of Zenica, which is a seat of the municipality, and other 82 settlements ((Arnauti, Banloz, Bijele Vode, Bistrica, Bistrica Gornja, Blatnica, Briznik, Bukovica, Dobriljevo, Donja Vraca itd.). The municipality of Ljubinje covers 21 settlements: settlement of Ljubinje which is a seat of the municipality and 20 other settlements (Bancici, Dubocica, Gledjevci, Grablje, Gradac, Ivica, Kapavica, Krajpolje, Krtinje, Krusevica itd.).

Settlement should be differed from a hamlet (for example, one rural settlements could consist of several hamlets) or town districts (urban settlements consist of city squares - areas). For example, the settlement of Sarajevo consists of several city areas/parts (Grbavica, Otoka, Pofalici, Dobrinja...), but all of them make the settlement Sarajevo. The similar situation is with other urban settlements, so for example, the settlement of Banja Luka consists of city areas (Borik, Starcevic, Centar, Paprikovac...). As an example, settlement Bugar (municipality of Bihac) covers Bugar, Cerkezovac and Rastovaca as parts of the settlement Bugar, but settlement Batar (municipality of Bijeljina) consists of Bajir, Batar and Bobar which are parts of the settlement etc.

- **Frequency of returning to the place of the Census/place of usual residence of the temporarily present person**

This question shall be answered by all the persons who are members of a household and are absent from the place of the Census and are in another settlement in BiH or abroad and by all the persons temporarily present in the place of the Census.

Absent persons shall provide an answer referred to the frequency of returning to the place of the Census, and the temporarily present persons shall provide an answer referred to the frequency of returning to their place of usual residence.

Examples how to mark answers to the Questions 1-7

Example 1:

If enumerator enumerates a person in Nevesinje who lives in the place of the Census, but is absent during the enumerator's visit due to work from which he/she **returns to his/her household on a daily basis**, the answers to Questions 1-7 shall be marked as follows:

PLACE OF RESIDENCE	
<p>1. PERSON TO BE ENUMERATED</p> <p>a) Household member who lives in the place of the census for a year or longer or who arrived to the place of the census with intention to live there <input checked="" type="checkbox"/> 1) → Question 2.</p> <p>b) Household member absent from the place of the census due to work/study or stay in another place in BiH or abroad <input checked="" type="checkbox"/> 2) → Question 3a.</p> <p>c) Temporarily present in the place of the census less or more than a year due to work/study or stay <input checked="" type="checkbox"/> 3) → Question 3b.</p>	
<p>2. IS THE PERSON PRESENT IN THE PLACE OF THE CENSUS</p> <p>Yes <input checked="" type="checkbox"/> 1) → Question 8</p> <p>No <input checked="" type="checkbox"/> 2) → Question 3a.</p>	<p>3a. Reason of absence from the place of the census 3b. Reason of presence in the place of the census</p> <p style="text-align: right;"> 2</p>
<p>4. DURATION OF ABSENCE/PRESENCE</p> <p>One year or more (number of years) → Question 6.</p> <p>Less than one year (number of months) 1 0 → Question 5.</p>	
<p>5. HOW LONG THE PERSON INTENDS TO BE ABSENT/PRESENT</p> <p>One year or more <input checked="" type="checkbox"/> 1)</p> <p>Less than one year (number of months) </p>	
6. PLACE WHERE THE ABSENT PERSON IS/PLACE OF USUAL RESIDENCE OF TEMPORARILY PRESENT PERSON	
<p>In Bosnia and Herzegovina <input checked="" type="checkbox"/> 1)</p> <p style="margin-left: 20px;">SETTLEMENT</p> <p style="margin-left: 20px;">Z E N I C A </p> <p style="margin-left: 20px;">MUNICIPALITY</p> <p style="margin-left: 20px;">Z E N I C A </p>	<p>Abroad <input checked="" type="checkbox"/> 2)</p> <p style="margin-left: 20px;">NAME OF COUNTRY ABROAD</p> <p style="margin-left: 20px;"> </p>
7. FREQUENCY OF RETURNING TO THE PLACE OF THE CENSUS/TO THE PLACE OF USUAL RESIDENCE OF TEMPORARILY PRESENT PERSON	
<p>Less than once a week <input checked="" type="checkbox"/> 1)</p> <p style="margin-left: 300px;">At least once a week <input checked="" type="checkbox"/> 2)</p>	

Example 3:

If enumerator in Banja Luka enumerates a person who has a place of usual residence in the settlement Gazibare, municipality of Visegrad, but who has been living in the place of the Census for 3 years due to work and returns to his/her household in Gazibare less than once a week, the answers to Questions 1-7 shall be marked as follows:

PLACE OF RESIDENCE	
<p>1. PERSON TO BE ENUMERATED</p> <p>a) Household member who lives in the place of the census for a year or longer or who arrived to the place of the census with intention to live there <input checked="" type="checkbox"/> 1) → Question 2.</p> <p>b) Household member absent from the place of the census due to work/study or stay in another place in BiH or abroad <input checked="" type="checkbox"/> 2) → Question 3a.</p> <p>c) Temporarily present in the place of the census less or more than a year due to work/study or stay <input checked="" type="checkbox"/> 3) → Question 3b.</p>	
<p>2. IS THE PERSON PRESENT IN THE PLACE OF THE CENSUS</p> <p>Yes <input checked="" type="checkbox"/> 1) → Question 8</p> <p>No <input checked="" type="checkbox"/> 2) → Question 3a.</p>	<p>3a. Reason of absence from the place of the census 3b. Reason of presence in the place of the census</p> <p style="text-align: right;"> 1</p>
<p>4. DURATION OF ABSENCE/PRESENCE</p> <p>One year or more (number of years) 3 → Question 6.</p> <p>Less than one year (number of months) → Question 5.</p>	
<p>5. HOW LONG THE PERSON INTENDS TO BE ABSENT/PRESENT</p> <p>One year or more <input checked="" type="checkbox"/> 1)</p> <p>Less than one year (number of months) </p>	
6. PLACE WHERE THE ABSENT PERSON IS/PLACE OF USUAL RESIDENCE OF TEMPORARILY PRESENT PERSON	
<p>In Bosnia and Herzegovina <input checked="" type="checkbox"/> 1)</p> <p style="margin-left: 20px;">SETTLEMENT</p> <p style="margin-left: 20px;">G A Z I B A R E </p> <p style="margin-left: 20px;">MUNICIPALITY</p> <p style="margin-left: 20px;">V I Š E G R A D </p>	<p>Abroad <input checked="" type="checkbox"/> 2)</p> <p style="margin-left: 20px;">NAME OF COUNTRY ABROAD</p> <p style="margin-left: 20px;"> </p>
7. FREQUENCY OF RETURNING TO THE PLACE OF THE CENSUS/TO THE PLACE OF USUAL RESIDENCE OF TEMPORARILY PRESENT PERSON	
<p>Less than once a week <input checked="" type="checkbox"/> 1)</p> <p style="margin-left: 300px;">At least once a week <input checked="" type="checkbox"/> 2)</p>	

8. Place of birth

For the place of birth the enumerator shall write down the place (settlement, municipality or other country) in which the enumerated person was born and which was recorded in his/her personal documents.

If the place of birth of the enumerated person (listed in the birth register) is the same as the place of the census, the enumerator should mark the answer "**Place of census**" and continue to the next question.

If the place of birth of the enumerated person is in BiH, the enumerator shall mark the answer "**In BiH**" and shall write down in the pre-printed boxes the present name of the settlement and municipality such a settlement belongs to.

If the place of birth of the enumerated person is abroad, including also the republics of the former Yugoslavia, the enumerator shall mark the answer "**In other country**" and shall write down the name of other country.

9. Place of usual residence of a mother when a person was born

If a place of usual residence of a mother when a person was born was in BiH the enumerator shall write down the answer "**In BiH**", and then in the pre-printed boxes write down the present name of the settlement and municipality to which such a settlement belongs to.

If a place of the usual residence of a mother when a person was born was abroad, including the republics of the former Yugoslavia, the enumerator shall write down an answer „**In other country**” and shall write down the name of other country.

Examples how to correctly write down the answer to Questions 8 and 9:

Example 1:

If a person was born in the settlement Sarajevo, in a hospital in the municipality of Centar Sarajevo, but his/her mother's place of usual residence was in the settlement Delijas in the municipality of Trnovo, an answer to the Question "Place of birth " shall be a place where she delivered a baby, in this case the settlement Sarajevo, municipality of Centar Sarajevo.

Answer to Question 9 "Place of usual residence of a mother when a person was born" shall be settlement Delijas, municipality of Trnovo.

residence. If a person arrived to the place of the Census from other settlement in BiH or another country, the enumerator shall mark the modality "Yes" and proceed to Question 11.

It is considered that the person arrived in the place of the Census if he/she:

- Was a displaced person/refugee for **more than a year** from the place of the Census where he/she used to live, but returned to such a place again.
- **It is considered that a person arrived even if he/she moved out from one settlement and arrived to another settlement within the same municipality** (for example, a female person is enumerated, a person who lived, before got married, in the settlement Zitomislici (municipality of Grad Mostar), and after the marriage in the settlement Mostar (the municipality of Grad Mostar), or a person who before employment used to live in the settlement Blagaj (the municipality of Grad Mostar) and now lives in the settlement Potoci (municipality of Grad Mostar). In both cases this concerns the migrants.

If the person did not arrive in the place of the Census, the enumerator shall mark the modality "No" and proceed to the Question 12.

It is considered that a person did not arrive to the place of the Census if:

- he/she was born outside the place where his/her mother had a place of usual residence (for example, in the hospital, with relatives etc.) and immediately after birth was taken to the place of usual residence of a mother;
- temporarily lived in another settlement in BiH or abroad due to work or military service;
- used to change address within the same settlement (place of usual residence).

Also for all the persons whose answer to Question 10 was "No", answer to Question 9, name of the settlement, must be the same as a place of the Census. If the enumerator defines that the name of some other settlement in BiH or other country was written here, then the answer to Question 10 should be "YES" **and in such cases the enumerator shall check again the accuracy of the written down answer for the Question 9.**

11. Where did a person arrive from to the place of the Census?

If a person arrived to his/her address in the place of the Census from another settlement in Bosnia and Herzegovina, the enumerator shall mark the answer „ **Other place in BiH**“ and in the pre-printed boxes write down the present name of the settlement and municipality to which such a settlement belongs to, as well as the month and year of arrival to the place of the Census.

If a person arrived to the address of the place of the usual residence from abroad, including also the republics of the former Yugoslavia, the enumerator shall mark the answer „**From other country**“, and shall write down the name of the other country and month and year of arrival to the place of the Census.

Note: What concerns this question, the last arrival is important. Accordingly, if the person moved several times during his/her lifetime, what is important here is the settlement (or country) the person arrived from to the place of Census. Even if the person used to live in

the place of the Census, and then moved out to another place and returned again to the place of the Census, the enumerator shall write down the settlement (country) the person arrived from to the place of the Census.

12. Has a person ever lived outside BiH continuously for one year or more?

For children under age 1, the enumerator shall not write down the answer to this question.

This question refers to persons who arrived from abroad, including also the republics of the former Yugoslavia, and returnees from the work/stay abroad. Also, for all the persons born in one of the republics of the former Yugoslavia, and arrived to Bosnia and Herzegovina or were forced to leave Bosnia and Herzegovina due to escalation of war, the enumerator shall write down the present name of the country from which they arrived to or fled from Bosnia and Herzegovina.

This question shall be answered by all the persons who at least once in their life time used to live outside Bosnia and Herzegovina in some other country/countries continuously for a period of one year or more (regardless of periodical or short travels referred to vacation, visits to family members, etc.).

If a person ever lived abroad for more than one year continuously, the enumerator shall **write down in the pre-printed boxes the name of the country in which the person lived/stayed and the month and year of arrival to BiH.**

After that, the enumerator shall define and mark one of the offered **reasons for arrival to BiH** (work, study, family reasons, forced reasons or other).

“Work” shall be marked as a reason of arrival due to employment (for definite or indefinite time) or if the enumerated person has an enterprise, craft store, catering, or some other store in the place of the Census.

“Study” shall be marked as reason of arrival for foreign students.

“Family reasons” shall be marked for arrival due to family reunion (due to long separation), protection and assistance in the household, marriage etc.

“Forced reasons” shall be marked for arrival to the place of the Census for persons who had to leave their place of usual residence due to war or similar circumstances, widespread violence or internal conflicts, founded fear of persecution or suffering severe violation of the rights etc.

“Other” reasons of arrival to the place of the Census shall be marked for all other reasons not specified.

Persons who stayed abroad several times continuously for more than a year, shall provide **an answer referred to their last migration.**

For persons who have never lived/stayed outside of BiH continuously for one year and more, the enumerator shall mark the answer **“No”** and shall proceed to Question 13.

For persons who, at the Census critical moment, are abroad for at least one year and more, regardless of the reason for their absence, the enumerator shall mark the answer **“Person is abroad”** and shall proceed to Question 13.

13. Place in which person used to live during the 1991 Census (only for persons born before 01.04.1991)

If the person lived during the 1991 Census at the settlement he/she now is living, the enumerator shall mark the answer „**In the settlement where he/she is living now**” and shall proceed to the next question (Question 14).

For persons whose place of usual residence during the 1991 Census was in another settlement in Bosnia and Herzegovina, the enumerator shall mark the answer „**Other settlement in BiH**”, and shall enter in the pre-printed boxes the present **name of the settlement and municipality**.

For persons whose place of usual residence during the 1991 Census was abroad the enumerator shall mark the answer „**In other country**”, and then shall write down in the pre-printed boxes the **name of the other country**.

14. Was a person refugee from BiH (after 30.04.1991)?

Refugees from BiH are citizens of Bosnia and Herzegovina who were outside Bosnia and Herzegovina and who because of the war conflicts were forced to leave their place of usual of residence and fled abroad after 30 April 1991 due to founded fear of deportation because of their race, religion, nationality or their political opinions and who are not able to return safely and in a dignified manner to their previous place of usual residence.

If the enumerated person was a refugee from Bosnia and Herzegovina, the enumerator shall mark the answer „**Yes**” and shall proceed to the next question.

Answer “Yes” the enumerator shall also mark for children born during refuge of one of the parents.

The person was refugee from BiH even if the duration of his/her refuge was less than one year.

If the person after 1991 was not a refugee the enumerator shall mark the answer “**No**” and shall proceed to Question 16.

15. Did person returned from refuge?

If the person returned from refuge in a place from which he/she fled, the enumerator shall mark the answer "**Yes, to the place the person fled from.**"

If a child born during the refugee status of his/her parents returned to the place where his/her parents fled from (even if after that he/she did not move out), the answer to this question for a child shall be “**Yes, to the place he/she fled from**”.

If the person returned from refuge to another place in Bosnia d Herzegovina, the enumerator shall mark the answer „**Yes, to other place in BiH**”.

If person did not return from refuge to BiH, the enumerator shall mark the answer “**No, did not return to BiH**”.

16. Was a person displaced in BiH (after 30.04.1991)?

Displaced persons are citizens of BiH who were displaced in the territory of Bosnia and Herzegovina after **30 April 1991** due to founded fear of deportation or violation of human rights and are not able to (there are no conditions) to return safely and in a dignified manner to their previous place of usual residence.

If a person was displaced (after 1991), the enumerator shall mark the answer „**Yes**“, and then shall write down in the pre-printed boxes the present name of the settlement and municipality from which a person was displaced.

Answer “Yes” shall be marked for children born during displaced status of one of his/her parents.

If a person was not displaced, the enumerator shall mark the answer „**No**“ and shall proceed to Question 19.

17. Did a person return to the place he/she was displaced from?

If the enumerated person returned to the place from which he/she was displaced (returnee), the enumerator shall mark the answer „**Yes**“ and shall proceed to Question 19.

For all other cases, the enumerator shall mark the answer „**No**“ and shall proceed to the next question (Question 18.).

If a child born during displaced status of one of his/her parents returned to the place his/her parents were displaced from (even if not later moved out from such a place), the enumerator shall mark for this question the answer “Yes”.

18. Does person formally-legally still have a displaced person status BiH ?

Persons who have the formal and legal status of displaced persons in Bosnia and Herzegovina should have the relevant documents (decision or displaced person card issued by the competent body). The competent body in the Republika Srpska is the Ministry for Refugees and Displaced Persons, and in the Federation of Bosnia and Herzegovina the competent bodies are: Federal Ministry for Displaced Persons and Refugees, and cantonal ministries for displaced persons and refugees.).

Answer to this question the enumerator shall write down on the basis of the statement of the respondent, but the enumerator must not ask the enumerated persons to show his/her documents to prove the displaced person status.

The status of a displaced person is recognized also to a refugee from Bosnia and Herzegovina who returned to Bosnia and Herzegovina and is neither able to return to his/her previous place of usual residence safely and in a dignified manner nor decided to permanently reside in another place in Bosnia and Herzegovina.

As an answer to this question the enumerator shall mark one of the pre-printed options (yes or no).

19. Citizenship

The enumerator shall mark one of the pre-printed answers (BiH, BiH and other countries, other countries or without citizenship) on the basis of the statement of the respondent.

If the answer “**BiH and other countries**” or “**Other countries**” is marked, the enumerator shall write down in the pre-printed boxes **the citizenship of other country the person has**.

19.1 Entity citizenship

This question shall be answered only by persons for who the answer “**BiH**” or “**BiH and other countries**” was marked for **Question 19**.

A person may not answer this question. In such a case the enumerator shall mark answer “**Does not declare**”.

20. Legal marital status (only persons born before 01.10.1998)

Never married refers to all the persons who have never got married following the valid legal regulations. This question shall not be asked for children under 16 as they are considered not married, that is the enumerator shall mark the answer not married.

Married refers to a person who got married according to the valid legal regulations and to every marriage recorded into the register of marriages. If a person got married only in a church or mosque, he/she is not considered married.

Divorced refers to all the persons whose marriage was dissolved based on a valid court decision.

Widowed/widower refers to all the persons whose marriage ended due to the death of one of the spouses and/or on the basis of the death certificate.

21. Does person live in a consensual union (only for persons born before 01.10.1998)

The answer to this question shall be provided by all the persons regardless of their legal marital status.

Two persons are considered partners in a consensual union when they have the place of usual residence in the same household, are not married, but they have a relation similar to marriage.

22. Total number of live born children, including those who are not alive

(to be answered only by females born before 01.10.1998)

This question shall be answered only by females age 15 and more, who gave a birth, regardless of their marital status.

The total number of live-born children up to the Census critical moment (including also the children not alive at the Census critical moment) the enumerator shall write down in the pre-printed boxes.

If a female did not give a birth or gave only stillborn children, the enumerator shall enter „00“ in the box and shall proceed to Question 24.

Stillborn children, adopted children and children from a previous marriage of the husband are not counted when answering this question.

Note:

Live-born child is considered any child who breaths or show other any other evidence of life such as: beating of the hearth, pulsation of the umbilical cord or definite movements of voluntary muscles.

Stillborn child is considered a child born or taken out from mother's body who exhibits no signs of life, that is not breathing or exhibiting any other signs of life, where pregnancy has lasted more than 22 weeks (approximately 6 months) and weight at childbirth has been 500 gr or more..

23. Month and year of birth of live-born children

Only persons who provided the answer to the previous question, that is only females age 15 and more, shall answer this question.

The month and year of birth of the first and second child (if any) the enumerator shall write down in the pre-printed boxes.

If a female gave a birth to more than two (live born) children, in addition to the months and years of birth of the first two children, the enumerator shall write down in the pre-printed boxes the month and year of birth of the youngest live born child.

If the answer to Question 22 is “0”, the enumerator shall not fill in the boxes next to this question..

When asking the following questions (24, 25, 26), the enumerator shall neither read the pre-printed answers nor influence the enumerated person in any way.

24. Ethnic / national affiliation

Article 12 of the Law on Census says that citizens are not obliged to give data on their ethnic/national affiliation.

Only one answer can be provided to this question.

The enumerator shall write down the answer provided to this question fully in accordance with the statement of the respondent on his/her ethnic/national affiliation.

It is not allowed to combine the answers and to mark the pre-printed answers by inserting “X” in the boxes.

For children under 15 an answer to this question shall be provided by one of the parents, adoptive parent or custodian.

According to Article 11 of the Law on Census, the answer to this question for absent household members over 15 can be given only by present adult person, if willing to answer.

The space for the answer in the P-1 forms to this question cannot remain empty – there must be an answer. If no answer can be obtained, the enumerator shall write down „**Unknown**“.

Note: If the enumerator makes a mistake when writing down the answers to Questions 24 and 25, he/she must not make any corrections on the form, but shall take a new Personal Questionnaire form and fill it in. The Personal Questionnaire with mistakes the enumerator shall cancel and return to the municipal instructor together with other census documents.

25. Religious affiliation

Article 12 of the Law on Census says that the persons are not obliged to give data on their religious affiliation.

To entry data on this question it is not relevant whether a person was registered in the book of members of any religion, but rather whether the person considers himself/herself a member of a religion or not.

Only one answer can be given to this question.

The enumerator shall write down the exact answer as provided by the respondent on his/her religious affiliation.

It is not allowed to combine the answers and to mark the pre-printed answers by inserting “X” in the boxes.

For children under 15 an answer to this question shall be given by one of the parents, the adoptive parent or custodian.

According to Article 11 of the Law on Census, the answer to this question for absent household members over 15 may be given only by an adult present household member, if he/she is willing to answer.

The space for answer to this question on the P-1 forms may not remain empty – there must be an answer. If the answer cannot be obtained, the enumerator shall write down „**Unknown**“.

26. Mother tongue

Mother tongue is considered the language that a person learned during the early childhood, or the language that a person considers his/her mother tongue, if several languages were spoken in the household.

Only one of the pre-printed answers “**Bosnian**”, “**Croatian**” or “**Serbian**” may be marked, or if the answer to this question is not pre-printed, the enumerator shall write down in the pre-printed boxes the exact answer as provided by the respondent.

In some exceptional cases, when the enumerated person declares that he/she has two mother tongues, the enumerator shall write down in the pre-printed boxes both mother tongues and shall separate them with conjunction “and”. For example: Bosnian and Serbian, Bosnian and German, French and Macedonian, Italian and Croatian etc.

It is not allowed to make combinations by writing down answers in the boxes and marking the offered answers with “X”.

Note: for answers such as: Serbian-Croatian, Croatian-Serbian, Bosnian-Serbian, Croatian-Bosnian, Macedonian-Serbian etc. the enumerator shall write down the exact answer as provided by the respondent

In case of deaf, mute and deaf-mute persons, the language mostly spoken in their home shall be entered.

In case of children under 15, the answer to this question shall be provided by one of the parents, the adoptive parent or custodian.

27. Which operations the person can perform on PC (only for persons born before 01.10.2003; multiple-answers possible)?

This question shall be answered by persons aged 10 or more.

The enumerator shall read all the offered answers to the person enumerated and mark the activities which he/she can perform. **The enumerator must not mark the answer for any operation before he/she receives an answer from the person enumerated.** A person may provide several answers.

If a person cannot perform any of the listed operations, the enumerator shall mark the answer “**None of the listed**”.

Computer literacy is a person’s ability to use the basic computer applications in performing his/her daily tasks (at work, school and home). The enumerator shall mark:

“**Text processing**” – if a person can type a text on a computer, can modify it, can insert pictures or can insert a table in the text, print it out, save it etc. (in MS Word etc.)

“**Drafting tables**” – if a person can draft a table, use basic arithmetic operations or graphically present the results of data processing (MS Excel etc.)

“Using e-mail” – if a person can send and receive electronic mail, regardless of which program he/she uses for it.

“Using internet” – if a person can browse the global network (internet) or uses programs for chatting, communication and downloading data from internet.

28. Highest completed school (only for persons born before 01.10.1998)

The answer is given for **persons age 15 and more**.

The highest school completed level refers to a type of a school a person completed and attained the highest level successfully completed in the educational system and to whom a diploma or certificate on completed education was conferred. There is no need to make a distinction between whether the school was completed in a regular school (formal education) or a school substituting a regular school (for example, schools for education of adults), or whether it was completed by taking the exams in a regular school or by completing a course for part-time education (for example, a course for the completion of primary school limited in duration etc.) within the formal schooling.

Courses without a certificate conferred for a formal schooling (for example, a course for typewriters, bookkeepers, etc.), shall not be considered answers to this question, only an answer related to last completed schooling within the formal educational system shall be counted.

The answer **„no schooling“** shall be marked for all the persons who did not complete any class/grade of the school and the enumerator shall proceed to Question 30.

The answer **„Incomplete basic education“** shall be marked in case of persons who attended the primary school, but did not complete all grades (for example, all eight or nine grades, depending on whether it is the eight-year or nine-year primary education) of the primary school, and the enumerator shall enter the highest grade the person completed in the pre-printed boxes, depending on whether the person attended the eight-year or nine-year primary education. For persons who attended four year primary school (or similar schools), the enumerator shall mark the answer “Incomplete basic education” and shall write down 4 (highest level of completed education) in the box which refers to the old program. After entering the answer in the pre-printed box the enumerator shall proceed to Question 30.

The answer **„Primary school“** shall be marked for all the persons who declared that they had completed primary school – eight-year primary school or nine-year primary school.

For the persons who completed secondary school, the answer **„Secondary school“** shall be marked and, depending on duration of the secondary school in years, one of the pre-printed answers shall be marked (1 year or 2 years, 3 years, 4 years or 5 years), as well as the **type of the secondary school (grammar school, technical and vocational schools, religious, artistic (ballet, music etc.) and teacher training schools)**.

The modalities **„1 year or 2 years“** or **“3 years“** secondary school shall be marked for persons who have completed a vocational school, such as secondary vocational schools, schools with practical training, industrial schools, secondary specialized education lasting less than four years and similar

schools. The modality „**4 years or 5 years**“ secondary school shall be marked for persons who have completed technical schools, such are: economic, medical, electro-technical and other technical and similar schools lasting four years, persons who have completed the grammar school, any major, persons who have completed a religious school, artistic school, teacher training school or secondary specialized education lasting four years and more.

A person shall be considered to completed secondary school if he/she completed all grades of the school he/she attended. If a person attended, for example, a four-year secondary school and interrupted the schooling for any reason, the highest completed school the enumerator shall mark is - „Primary school“, because he/she did not complete all four grades of the school he/she attended.

The answer „**Specialization after secondary school**“ includes taking the master and specialist examinations. The specialization and master exam refer to types of educational program after the completed secondary school (technical and vocational schools) and two years of work in such an occupation – (highly skilled worker). After marking this answer the enumerator shall proceed to Question 31.

The answer „**Post-secondary school and first grade of faculty**“ shall be marked for persons who completed post-secondary school or first grade of faculty according to the existing regulations, and who have a diploma conferred on the completed first grade of studies. Then the enumerator shall proceed to Question 31.

The answer „**College, faculty, academy, university**“ shall be marked for persons who completed study or graduated from a college, faculty, academy or university in compliance with the "old" program or persons who completed study following the Bologna program or graduated from a college and universities. Then, the enumerator shall proceed to Question 29.

NOTE: If a person was educated abroad, a corresponding school in the country shall be marked as the answer.

29. Qualification obtained

The answer to this question shall only be provided for persons for who the answer “College/faculty/academy/university“ was marked for Question 28.

Old program study

The answer "**Graduate**" shall be marked only for persons who completed the basic academic studies at high education institutions in compliance with old educational program, and then, depending on the duration of the studies in years, the enumerator shall mark one of the offered answers (4 years, 5 years, 6 years). Studies lasted 4.5 years shall be marked as 4 years study.

The answer „**Specialist**“ shall be marked only for persons who completed a postgraduate study at high education institutions and attained the title of a specialist in compliance with old educational program.

The answer „**Master**“ shall be marked only for persons who completed a postgraduate study at high education institutions and attained the title Master of Science in compliance with old educational program.

The answer „**Doctor of Science**“ shall be marked only for persons who defended their doctoral thesis at high education institutions and attained the scientific title Doctor of Science in compliance with old educational program.

Bologna-compliant program

The answer „**Bachelor's degree and undergraduate (first cycle studies)**“ shall be marked only for persons who completed the first cycle studies in compliance with Bologna program and attained the “Baccalaureate degree (Bachelor)”.

The answer „**Master's degree (the second cycle or integrated study)**“ shall be marked only for persons who completed the second cycle studies or unique study program, that is integrated studies covering I + II cycle in compliance with Bologna program (such as: medical, pharmacy, veterinary studies etc.) and attained the title “Master of profession”, that is medical doctor, dentist, doctor of veterinary medicine).

The answer „**Doctoral degree (the third cycle)**“ shall be marked only for persons who completed the third cycle studies in compliance with Bologna program, defended the doctoral dissertation, and attained the title “Doctor of Science”.

30. Can person read or write a short essay? (only for persons born before 01.10.2003)

This question shall be answered by **persons age 10 and more** and those for who for the Question 28 “Highest completed school” the modality “No formal schooling” or „Incomplete basic education“ were marked. For persons for whom any other modality was marked for the Question 28, as well as for persons who answered the Question 29 “Qualification obtained” the enumerator shall mark the answer “**Yes**” without asking the question.

The answer to this question shall be given by marking one of the pre-printed answers (Yes or No).

For a person that can read and write a short simple statement on his/her everyday life, the enumerator shall mark the answer “Yes”.

For a person that cannot read and write such a statement on his/her everyday life, the enumerator shall mark the answer “No”. Accordingly, for a person that can read and write only numbers and his/her own name, the enumerator shall mark the answer “No”, as well as for a person who can read and write only a ritual phrase he/she learned by heart.

31. School attendance

The answer to this question shall be given **for all the persons**.

For persons who do not attend a school, that is who have not yet started attending school or interrupted schooling or completed their schooling, the enumerator shall mark the answer „**Not attending school**“ .

For all the children age 3 years and more who attend pre-school education, the enumerator shall mark the answer „**Pre-school education**“. It is considered that a child attends pre-school education, if he/she was enrolled in the kindergarten or attending compulsory preparatory pre-school program.

For all other persons attending the school, either full-time or part-time (including also persons attending school abroad), the enumerator shall mark the answer which corresponds to the level/degree of the school the person attends.

If a person temporarily interrupted his/her schooling due to illness, serving of a sentence, etc., the enumerator shall mark the level of the school the person attended at the moment of interruption, and/or if he/she temporarily interrupted the schooling after the enrollment, the enumerator shall mark the level of the school the person was enrolled

NOTE: If person attends more than one level of education, the enumerator shall mark the higher level (for example, if person attends studies of first and second cycle, the enumerator shall mark the studies of the second cycle).

Economic activity (for Questions from 32 to 39 the answers shall be given only by persons born before 01.10.1998)

Employed persons are considered persons of age 15 and more who, during the reference week **from 23 to 29 September**, worked/performed any activity at least one hour for salary or wage, regardless of their formal status or did not work in the reference week, but has a job to return to.

Unemployed persons are considered persons age 15 and more who **did not work** in the reference week, and **were actively seeking work** in the last month and **could start to work in the next 2 weeks**. These three criteria must be met simultaneously.

Inactive persons are considered persons age 15 and more and who are not classified in any of the above mentioned categories.

32. Did a person work/perform activity at least one hour during the week from 23 to 29 September to provide funds for living or was unpaid contributing member (regardless of his/her formal status)?

The term **work** considers any work that ensures means for living and/or work for a salary or wage in money or in kind, even if such a work lasted only one hour.

Employment does not consider only the official employment, but also other forms of work which provide income. Accordingly, a person who takes care of someone else's children based on an agreement is considered equally employed as a person who does this as part of the formal

employment, that is teacher in a kindergarten; farmer who cultivates land for his/her own needs and for the market; and a person employed at a public/private company with regular working hours with an indefinite work contract, as well as a person working under the service contract, copyright contract or performing temporary jobs usually paid in cash.

Generation of income does not exclusively include a work for a salary, but also work for a allowance, profit or family benefits, (the payment may be in kind or shared work, etc.).

It will not be considered that a person performs an activity, if he/she performs daily duties for his/her own household, for example, taking care of his/her own children, housewife works, cultivation of a kitchen garden if he/she does not make a more significant contribution to the household, repair of own car, etc. Also, it is not considered that a person performs an activity, if he/she works for charity purposes without payment, excluding contributing household members.

For persons who worked at least one hour for a salary or a fee or were unpaid family workers during the reference week, the enumerator shall mark the answer "yes". After this, the enumerator shall proceed to Question 37.

For persons who during the reference week were temporarily absent from work due to illness or similar reasons the answer „No” shall be marked, but he/she has a job to return to (sick leave, vacation, maternity leave etc.). As for the previous answer, the enumerator shall proceed to Question 37.

Temporary absence from work may be a result of:

- illness or injury;
- vacation leave;
- education or training;
- maternity leave or parental leave;
- temporary reorganization or termination of work due to reasons such as strike, bad weather, breakdown of machinery, lack of fuel or raw materials, reduction of economic activities, etc.;
- other temporary leaves.

For persons who declare that during the week **23 – 29 September** they did not work, the enumerator shall mark „No“ and proceed to the next question.

33. Did person seek a job during the period from 2 to 29 September ?

The answer „Yes“ shall be marked for persons who **actively seek a job** during the reference period.

Active seeking a job includes:

- contacting, applying, or inquiring about the possible employment at the Employment Bureau
- application directly submitted to employers;
- publishing an advertisement for job in newspapers or magazines;
- applying or inquiring possible employment in a private employment agency;
- inquiring possible employment with relatives, and friends, etc.;
- reading job vacancy advertisements in newspapers or magazines:

- taking test for employment in a business entity with any type of ownership and waiting for results;
- asking for permits, licenses or financial funds for starting own business, company, agricultural holding, etc;
- looking for land, premises or work equipment for starting own business, company, agricultural holding, etc.

The answer "No, found a job to start working soon" shall be marked for all the persons who have found a job and/or have an employment contract or agreement or an agreement on the beginning of self-employment activities in the near future (after the reference period).

For the persons who did not use any of the mentioned ways to look for a job, the enumerator shall mark the answer "No" and shall proceed to Question 35.

34. If offered a job now, could person start working in the period from 1 to 15 October?

This question shall be asked to persons who answered „Yes „or „No, waiting to start a job already obtained" to Question 33.

The answer „**Yes**" shall be marked for persons ready to start working for eventually offered job in the period **1 – 15 October**, also in case when he/she cannot start working because he/she is waiting for a permit or decision of an administrative procedure related to the job, he/she is nevertheless available for work. For such persons the enumerator shall mark the „Yes" and shall proceed to Question 36.

Persons who wish to postpone eventual start of job for more than 2 weeks, due to reasons not related to a job, shall not be considered available for job, for example, a student looking for a job during attendance of classes who does not wish to interrupt them over the period of the next two weeks shall not be considered available for job. Accordingly, the enumerator shall mark the answer „No" and shall proceeds to the next question (Question 35.).

35. Status of person in inactivity

The answer „**Pupil/student (age15 and more)** " shall be marked for persons over 15 who attend full-time or part-time school (primary school, secondary school or post-secondary school, faculty) and in the period **from 23 to 29 September** neither performed any job for a salary nor were seeking a job;

Answer "**Retired**" shall be marked for persons who at the time of the Census did not work/perform any activity for payment and who **receive** a personal pension, disability or family **pensions**, that is the persons having his/her own decision on retirement.

It is important to underline that this answer shall be used **only to classify the persons who in the reference week did not work even for one hour for payment in cash or in kind**, that is persons who answered "No" to Question 32. Persons who receive a personal or family pension and were working **during the reference week** shall be considered active, that is employed.

The answer „**Housewife/person performing home-related jobs**" shall be marked for persons

age 15 and more who did not perform any work for a payment during the reference period and who spend all or most of their time performing domestic works for the needs of their own household, such as: cleaning the apartment, preparation of food, raising children, etc.

This answer **shall not be related to**:

- persons age 15 and more, who are most of the time **engaged in the agricultural activities** on a family agricultural holding, **create home-made items for sale, work in the shop, catering or other business** of a household member, because they are considered active persons performing occupation
- persons aged 15 and more, who **perform various house works** (parlor maids, etc.) **in other people's houses** for which they receive a payment, because they are considered active persons performing occupation.

The answer „**Incapable to work**“ shall be marked for persons age 15 or more and **who do not perform or cannot perform any activity due to illness, disability or age**.

The answer „**Other inactive persons**“ shall be marked for persons who cannot be classified to any of the above mentioned categories. An example are persons who serve a prison sentence or detention, sanctions and correctional measures, as well as persons over 15 who **neither work, nor seeking a job nor wish to work**; that is, they are economically inactive, do not receive a pension, do not attend school and mostly do not do any housework.

If one of the offered answers was marked for this question, the enumerator shall proceed to Question 42.

36. Has person ever worked?

The answer „**Yes**“ shall be marked for persons who declared that they worked/performed activity for salary or fee, except if they performed occasional or random jobs.

The answer „**No**“ shall be marked for persons who declared that they have never worked and the enumerator shall proceed to Question 42.

37. Employment status

Persons who work or worked earlier shall answer this question.

For persons who used to work, the enumerator shall mark the status in employment according to the last job.

The answer „**Employee (works for an employer)**“ shall be marked for persons who work or worked for public or private employers and who receive salaries or compensations in money or in kind, regardless of whether they have an employment contract or work on the basis of verbal agreement. Persons who work in the Army (military or civil persons) shall be considered employees.

This category also includes:

- persons who perform activities in their own home, if paid for their work by an employer outside the household (if the activity is performed independently they are considered self-employed);
- household members who work in a family businesses and receive a regular salary;
- clerics

The answer "**Self-employed (with employees)**" shall be marked for a person who works in own business, professional practice with the intention of gaining profit, and who employs at least one person. The owners of shops or enterprises that employ only members of their household for whom no pension contributions are paid are not considered employers. This group also does not include the owners of agricultural holdings that employ other persons (the owners of livestock farms, chicken farms, etc.), that is individual farmers with employees.

The answer „**Self-employed (without employees)**“ shall be marked for person who owns a business, shop, office or works in cooperation with another person, but does not employ workers. This answer shall also be marked for persons who independently perform mostly unregistered activities (services related to provision of private lessons, translations, freelancers, tailoring, babysitting, sales in green markets).

The answer „**Farmer working on his/her own farm with employees**“ shall be marked for persons (**employers**) whose main activity is agriculture. These are the persons who **work or only manage the activities on their agricultural farm** during the reference period, i.e. persons who regularly perform duties on their agricultural holding as their main activity **with participation of other persons as employees**, or **household members** to whom they provide work allowance and/or pay contributions, that is their status is **equal to that of the employees**.

The answer „**Farmer on his/her own holding without employees**“ shall be marked for persons who are, during the reference period, **engaged in an activity on their own or rented agricultural holding independently** or with minor help of their household members without payment, but **without the participation of other employees**, no matter whether the products and services are intended for **consumption within the household and/or for sale in the market** (a farmer who works on its own agricultural holding).

The answer „ **Unpaid contributing household member**“ shall be marked for persons who work without a salary in a company, craft or agricultural holding managed by their relative with whom they live in the same household.

This category includes, for example:

- a son or daughter working in their parents business or agricultural holding without being paid, and
- wife who helps her husband in his business, without a contract and a formal salary.

38. Occupation (for persons who work or used to work)

This question relates to persons who answered „Yes“ or „No, but has a job to return to“ to Question 32, and to persons who are, by the international definition unemployed, and who answered „Yes“ to Question 36 (they stated that they had worked before).

The occupation of a person is a set of main tasks and duties which are in terms of content and organization similar and interrelated and which require knowledge, abilities and skills.

The answers to the question on occupation should be complete and precise, and should include a **description of the main job** (job title). The description of the main job or the job title is mostly given **by the job content** (plumber, basket weaver, inventory accountant, train dispatcher), **work results** (fisher, cook, bricklayer), **place of work** (warehouse keeper, gardener, receptionist), **means of work** (operator of a bottling plant, operator of devices for the production of crude oil and gas, operator of circular saw, operator of footwear tailoring machine), **the complexity of an occupation** (plant protection agronomist, master of pharmacy for examination and control of medicaments, professor of mechanics).

The occupation of a person shall be entered according to the type of work the person performs, and not (exclusively) according to the qualification background or degree acquired through education. For example, a person who completed a car mechanic school, but works or use to work as a taxi driver, shall be enumerated as a taxi driver; a person with a degree of a professor of German language who performs the duties of a receptionist shall be enumerated as a receptionist; a person who graduated from the Faculty of Law may be an university professor, a judge of the supreme court, lawyer, journalist, etc. Likewise, if a person who graduated from a Faculty of Law earns for a living by engaging in a profession that does not require a university degree, the name of such an occupation should be entered (for example, a waiter, taxi driver, etc.).

If it is difficult for a person to define the title of the occupation, the answer should describe as precisely as possible the job the person performs (delivers milk to homes, transports bricks from the brick stove, sales dairy products in a market, does ironing of laundry and cleaning of houses, etc.).

For persons who perform "civilian" professions in **defense institutions** or other services related to the defense of the country, the name of the profession shall be entered, that is a financial bookkeeper, and for all other persons who perform military duties, the enumerator shall enter **"MILITARY PROFESSION"**.

The same applies to persons in the **institutions for internal affairs** or other services in charge of public security, maintaining the law and order who perform or used to perform the "civilian" professions. For example, administrators, and in case of a very specific duty related to public security, public law and order, the enumerator shall enter one out of the three relevant titles of professions: „**policeman**“, „**criminal investigator**“ and „**graduate criminal investigator**“, depending on the level of the work position.

Accordingly, for example:

- for the secondary school qualifications (completed secondary policeman school or prequalification - training course for police officer trainees) „**POLICEMAN**“ shall be entered in the relevant boxes;
- for the persons who graduated from the Police Academy - program „criminal investigator“, „**CRIMINAL INVESTIGATOR**“ shall be entered in the relevant boxes for occupation;
- for the persons who graduated from Police Academy - program „graduate criminal investigator“, „**GRADUATE CRIMINAL INVESTIGATOR**“ shall be entered in the relevant boxes for occupation.

Examples of incomplete and general answers and accurate answers to Question 38 „Occupation“

Incomplete and general answers	Accurate answers
Farmer	Market-oriented farmer, cattle breeder, plowman and fruit grower Farmer-producer for its own needs
Manual worker	Manual worker in agriculture, fishery, forestry, construction
Professor	Professor in a secondary school, professor of the higher education institution
Engineer	Construction engineer, electrical engineer, mechanical engineering, etc.
Technician	Construction engineering technician, machine engineering technician, mining technician, etc.
Artist	Writer, sculptor, painter, composer, etc.
Director	Sales, marketing, development director, etc. Director in the field of mining, construction engineering, etc. Director of a health institution
Doctor	General practitioner, specialist
Salesman	Salesman in a shop, street or green market vendor,

39. Activity of enterprise, institution, shop, craft etc. (for persons who work or has worked)

Answer to this question shall be provided by persons who already provided the answer to Question 38 on their occupation in the (main) job and/or the last job they performed. The question refers to the economic activity of the business entity where the person works or has worked.

If a person has or used to have two or more jobs, he/she should choose one, the one he/she considers his/her **main** or the **most important** job, based on the working hours, level of earnings (if he/she works more than 50% of total working hours there or receives more than 50% of earnings) or based on his/her own opinion and provide an answer on the activity of such a business entity.

Persons temporarily absent from their jobs shall answer this question by stating the activity of the business entity where **they should have worked if they were not absent from work**.

For persons who change their job frequently or perform different temporary jobs, the enumerator shall inform them to give an answer on the activity of the business entity where they were employed in the reference period, **from 23 to 29 September..**

The main activity is a characteristic of an economic activity of a company, institution, craft store, free occupation, agricultural holding or any other type of business entity, but also of independent employment in which a person performs his/her occupation for the purpose of earning the means for living.

The answer to this question should in all cases include the most precise description of economic activity of the business entity where the person works or has worked, and is defined by the **type of product** (production of tobacco products, production of beer, production of textile, production of products from rubber), by **services** (services of a post, commercial bank, retail store of clothes, wholesale store of office machines and equipment, retail store at general stores, cleaning of buildings, photo services, etc.), by **type of production process** (extraction of construction stone, printing of newspapers, breeding of poultry, wine growing, tanning and processing of leather, etc.) or by **basic scope of activities included in the very name of the business entity** defined by the law (legislative, executive and other bodies in Bosnia and Herzegovina, court and judicial activities, primary education, activities of hospitals, etc.). It is important to underline that the activity of the business entity where a person works does not depend on the specific work or occupation the person performs, but on the characteristics of the economic activity of the business entity which are mainly defined by the type of goods and services the business entity produces or provides.

For persons who independently perform an activity in the form of an occupation, the enumerator shall enter the most detailed description of the professional activity they are engaged in (for example, freelance translator, independent sculptor, etc.).

For other persons who perform an activity in a form of an occupation, the enumerator shall write down in the boxes a short description of the works such persons perform (for example, street vendor of homemade items, collector of secondary raw materials, etc.).

After entering the name of the activity, the enumerator shall write down in the pre-printed boxes the name of the company/shop etc., if the respondent is able to provide such a data.

Examples of incomplete, general answers and accurate answers to Question 39. "Activity":

Incomplete and general answers	Accurate answers
Agricultural production Agricultural services	In case of individual agricultural households, the answer "agricultural production" or "mixed production" is correct. For legal persons or other types of entities, a more detailed description of the activity is needed, for example - Growing of crops - Wine growing - Poultry breeding
Fishery	Sea fishing Freshwater fishing
Fish ponds	Sea spawning places and fish ponds Freshwater spawning places and fish ponds
Extraction of ore	Extraction of crude oil and natural gas Quarrying of stone for construction

Production	<ul style="list-style-type: none"> Production of sugar Production of underwear Production of games and toys Production of parquet floor
Processing	<ul style="list-style-type: none"> Processing of milk and cheese production Processing and preserving of fish Processing and preserving of potatoes
Food industry	<ul style="list-style-type: none"> Manufacture of grain mill products Manufacture of spices and food additives
Textile industry	<ul style="list-style-type: none"> Production of made-up textile articles for household Production of work wear
Metal industry, etc.	<ul style="list-style-type: none"> Iron casting Production of aluminum
Production of metal products	<ul style="list-style-type: none"> Production of locks and hinges Production of machine tools
Production of machinery, engines	<ul style="list-style-type: none"> Production of tractors Production of electro motors, generators and transformers
Overhauling of industrial machines or repair of machines	<ul style="list-style-type: none"> Repair and maintenance of food industry equipment Repair and maintenance of textile equipment Repair and overhauling of ships Repair of railway locomotives and rail vehicles
Public services company	<ul style="list-style-type: none"> Water supply Production and distribution of gas Waste disposal
Construction	<ul style="list-style-type: none"> Building (multi-storey buildings) Construction of hydro facilities
Final works	<ul style="list-style-type: none"> Wall painting and glazing works Installation of floor and wall panels
Installation works	<ul style="list-style-type: none"> Electrical installation work Isolation work

Wholesale trade	Wholesale trade of fruits and vegetables Wholesale trade of pharmaceutical products
Retail trade	Retail trade of clothing Retail trade of books, newspapers and stationery
Trade and agent services	Agent services in trade of furniture, household appliance and metal goods
Service and retail trade	Maintenance and repair of motor vehicles
Catering and trading	Retail trade in non-specialized shops selling mostly food, beverages and tobacco
Publishing and communications	Newspaper publishing
Catering	Restaurants Bars
Catering company	Hotels and motels with restaurant Camps and other short-stay accommodations
Transportation	Taxi Pipe line transport
Transport of passengers	Sea and land transport of passengers
Transport of goods	Road transport of goods
Railway of Bosnia and Herzegovina	Railway transport - transport of passengers and goods Train traction
Storage	Transshipment in sea ports
<i>Insurance</i>	Life insurance Property insurance Mixed insurance (life, property and other risks)
Rental	Rental of own property rent-a-car
IT Services	Consulting and Programming Data Processing
Research and development	Research and experimental development in natural sciences Technical examination and analysis

Designing and construction	Architectural designing and consulting
Consulting	Counseling related to business and management Management activities of holding companies
Businesses activity	Accounting, bookkeeping and auditing, tax counseling Promotion (advertising)
Administration	The Government of Bosnia and Herzegovina City representative and executive bodies Justice and judicial activities
Education	Pre-school education Primary school education
Secondary school education	Technical and vocational education General education
Health	Hospital
Medical care	Dental clinic Private orthopedic clinic
Social welfare	A social welfare institution without accommodation
Home	A social welfare institution with accommodation Health center Private orthopedic clinic
Public services company	Waste disposal, sewage system and sanitary activities
Association	Professional organizations
Organization	Trade union Political organization
Cultural activities	Radio and TV Library Museum
Services	Laundry and dry cleaning of textile and fur products Hairdressing shop Repair of electrical household appliances Repair and re-tailoring of clothing

40. Place of work/study (to be answered only by persons currently working /studying):

This question shall be answered by all the persons who work or attend a school. If a person works and at the same time attends a school, he/she shall provide information on his/her place of work, that is the place of work has a priority over the place of schooling.

The place of work refers to a settlement in which the enumerated person performs his/her job, that is the settlement in which he/she really performs his/her occupation, regardless of the seat of the company, branch or other unit included in the company.

The place of study refers to a settlement in which the school is located, that is the classroom the pupil/student attends.

If a person works in BiH the enumerator shall mark the answer “**In BiH**”, and then in the pre-printed boxes shall write down the name of the settlement and municipality in which such a person works.

If a person works in other country, the enumerator shall mark the answer „**In other country**“ and then shall write down the name of other country in the pre-printed boxes.

For persons sent by a company to temporarily work in another settlement in BiH, for construction, assembly and other works, the work settlement shall be considered place he/she works regularly, that is the settlement they were sent from, and not the settlement they were sent to for conducting the mentioned works.

For persons who work in BiH diplomatic and consular offices, international organizations, as well as on the basis of international, technical and other cooperation, the enumerator shall write down the name of the foreign country they work in.

In case of persons who do not have a usual place of work (for example, collectors, traveling agents, drivers, pilots, conductors, sailors, fishermen etc.), the enumerator shall write down the name of the settlement and municipality where the seat of the company, institution, association or other organization is.

If a person does not have a permanent „place of work“, for example, street vendors, persons who clean apartments, etc., the place of usual residence of a person shall be considered his/her place of work.

41. Transportation means used for daily travels to work/school? (maximum 2 answers)

Means of travel to work/study refer to travel to work/school on a daily basis.

Maximum two answers are possible to this question.

The answer shall be given related to a transportation means (one or two) by which the person covers the longest distance.

If a person works at home, that is on his/her agricultural holding, the enumerator shall mark the answer "Does not travel".

For a persons who perform an occupation such as a driver, a pilot, a fisherman, a sailor, etc. the enumerator shall mark the transportation means the person uses to travel to a place to start performing his/her regular occupation.

42. Main source of livelihood in the last 12 months?

"The main source of livelihood in the last 12 months" is the principal source of income from which the consumption of each person was financed.

All persons shall answer this question, regardless of whether employed or not.

NOTE: If a person has several sources of livelihood (such as pension and income from renting a dwelling unit, land, shop etc. or has scholarship and is supported by a parent at the same time), he/she will choose only one income, according to amount.

The answer **„Salary or other allowance based on work, except from agriculture"** shall be marked for persons who have a regular income and earnings from their work, or occupation, regardless of whether they are in cash or in kind. This includes the income of employees, that is salaries not only from regular work (including other kinds of income related to employment, such as overtime work, tips, additional payments, etc.), but also an income from self-employment, net income in cash or in kind by the employers, the owners who perform their activities independently generate by working in their companies, stores, free lance professions; and income generated by persons who work under a work contract, copyright agreements or direct agreement for direct payment. Regular work and regularly generated earnings and payments resulting from the work, also include work with occasional but temporary short interruptions or delays in the effecting payments, usually caused by irregularities in business operations, difficulties in collecting payments for sold goods and services or lack of funds in case of purchase of raw materials, etc.

Note: This category does not include income from agriculture.

The answer **„Income from agriculture"** shall be marked for persons who generate all kinds of cash or in kind income from work on the family (own or rented) agricultural holding. That is, for example, the income that a person generate by selling agricultural products and cattle in their own yard and in the market or the income generated by selling fish and other seafood and freshwater fish, selling game and picking wild berries or income from the sale of standing wood and firewood from their own forest. The value of goods produced on the agricultural holding, the area around the house, garden, etc., spent for their own household shall also be considered income from agriculture.

The answer **„Income from renting dwelling unit, land, shop, or other property, or income from property rights"** shall be marked for persons who generate income from property. The income from property can be generated by renting housing or business premises (rental of rooms, apartments, house, garage, business premises, mobile property, etc.), rental of agricultural land, possession of securities (shares, stocks), etc.

The answer „**Pension**“ shall be marked for persons who receive a pension, no matter whether they achieved it by their personal work (age or disability pension) or as family members (family pension).

The answer „**Sick leave or maternity leave pay**“ shall be marked for persons who receive payment for maternity leave or sick leave.

The answer „**Financial compensation for persons who have lost their jobs**“ shall be marked for persons who receive financial compensation because of losing a job (due to bankruptcy, redundancy, etc.).

The answer „**Social welfare**“ shall be marked for persons who receive some form of a social benefits to meet their basic living needs. The social benefits include: material support, child support, care allowance or allowance for the assistance provided by another person, disability allowance, war veteran disability allowance, etc.

The answers „**Other benefits or income**“ shall be marked for persons who generate financial support on the basis of different grounds, such as: scholarships, university student or secondary school student scholarships, alimony, the sale of mobile and immobile property, shares and stocks, and lump-sum payments, such as payments of insurance companies for an injury, death, payments of insurance companies for damaged or destroyed property, payments for nationalized property, etc.

The answer „**Loans or reducing savings**“ shall be marked for persons who in the past 12 months used their savings or borrowed funds.

The answer „**Other non-mentioned sources**“ shall be marked for persons who generate incomes which cannot be classified in any of the mentioned answers.

The answer „**Dependent**“ shall be marked for persons who did not generate any of the above mentioned types of income over the past year and who are supported by other person (person from the household or outside it).

43. Supporter of a person enumerated?

This question shall be answered only by persons who to Question 42 declared that they are **dependant persons**.

The term dependant refers to persons who are neither employed nor have other regular income.

If a dependant is supported by several persons, the supporter shall be the person who provides the most of the resources. The supporter may not be a member of the same household. A household can have several dependant persons who may have the same or different supporter.

The answer „**Performs non-agricultural work**“ shall be marked for all the persons whose supporter performs some non-agricultural work in the country (mechanical engineer, landscape

architect, secondary school professor, construction technician, photographer, carpenter, truck driver etc.)

The answer “**Performs agricultural work**” shall be marked for all persons supported by a person who performs agricultural work (farmer, fruit grower, florist, cattle breeder, beekeeper, winegrower etc.)

The answer “**Pensioner**” shall be marked, if the supporter is a pensioner.

The answer “**Has other personal income**” shall be marked, if the supporter is a person with other income sources (income from property, disability pension, social benefits etc.)

The answer “**Works abroad**” shall be marked for persons whose supporter works abroad for foreign employer or is self-employed abroad (has his own store, office etc.)

The answer “**Legal entity**” shall be marked for persons who have a status of inmates and live permanently as residents in various homes (homes for children and youth without parental care, for children and youth with special needs, for disabled adults, for old and vulnerable people) as well as for children attending religious, military and other schools whose expenses are covered by the state (society), that is by institutions commonly named „Legal entity”.

44. Does a person experience limitations in performing daily activities at home, work or school (mark one or more answers) ?

It is possible to give one or more answers to this question.

This question should be asked to all household members.

For children under 15 or persons who cannot give an answer independently (for example, hearing or speaking problems, dementia, confusion due to the use of medicaments), the answer shall be given by a parent, custodian or some other household member and/or an authorized person, if the person enumerated is in a health or social protection institution.

If the person for who the Personal Questionnaire shall be filled is under 5 , the enumerator shall ask the parents/custodians whether the child has limitations, that is whether he/she can walk, talk, reproduce poems, etc. in the same way as other children of the same age.

NOTE: The enumerator should avoid direct questions in the presence of a person with limitations, such as: "Are there persons with limitations in your household?". It would be good, if possible, if the person for who the enumerator identified difficulties in performing daily activities, would respond directly to the questions. In this way, the enumerator shall show this person that he/she respects, understands and considers him/her as an equal participant, which will result in better answers.

The enumerators should not openly show compassion for persons with limitations, but rather treat them as persons equal to him/her.

The enumerators should be careful and patient with persons with limitations, since they need more time to respond to the questions.

a) Type of disability

This question should be answered by marking one or more answers.

Definitions:

Seeing is the ability of a person to use the sense of eyesight and optical abilities in order to notice (see) what is happening around him/her. In addition, the enumerator may explain to a person that a person with seeing limitations can see things that are near, or have difficulties to recognize an object at a distance of seven meters, regardless of whether the person use glasses or lenses or not.

Hearing is the ability of a person to use the sense of hearing in order to hear what he/she is being told or to hear noises surrounding him/her, including also noises pointing to immediate danger. In this case the enumerator can ask additional questions, such as whether a person has difficulties to hear when someone is speaking in the opposite side of the room with a normal voice tone,

Walking is the ability of a person to use his/her legs in order to move from point A to point B. The ability to walk has to be without the assistance of another person or orthopedic device (crutch, walking devices and wheelchairs). If such assistance is necessary, the person has walking limitations. In this case the enumerator can explain in more details to the person that limitations to walk relate to obstacles that exist for the person in the house (within a room, or while walking from one room to another), when leaving the house, in case of long walking, or stair climbing up or down.

Remembering is the ability of a person to use his/her memory in order to remember the events from his/her environment. This means that a person can remember or think over about something happened in the recent or distant past. In case of youth, memory is frequently associated with memorizing lessons from school, or the ability of youth to reproduce these lessons when necessary.

Concentration is the ability of a person to use his/her mental abilities for performing tasks such as: reading, calculating, learning something. It is connected with focusing on a task and the ability to perform it. It is the ability of a person to devote full attention to a certain matter or to focus on one thing without losing concentration.

The enumerator should ask a person whether he/she has difficulties:

- to concentrate, that is to concentrate on something or do something (to read, write, draw, play, etc. for at least ten minutes);
- to remember, that is has a difficulty to remember something important (for example, his/her date of birth, way to home, where he/she is, what he/she was just told by someone, etc.) or he/she feels confused because of events around him/her or in relation to family members;
- to learn, that is difficulties to learn the days of a week, phone numbers, how to get to an unknown address (orientation in space, what is to the left, and what is to the right) or to resolve a simple problem in daily life without difficulties.

The persons who have difficulties with remembering/concentrating/learning because they are overburdened with work, problems, under stress, or because they have problems due to abuse of medicaments, should not be included in this group of persons.

Bathing and dressing - This kind of limitation is related to the existence of obstacles when a person cannot take care of himself/herself on his/her own, that is he/she cannot dress, maintain personal hygiene, eat, to fetch an item into his/her hands (clothes, footwear) or open a container, pan, etc. on his/her own.

Communication is the ability of a person to exchange information or ideas with other persons. Communication is the ability to use the voice, exchange signs or write information that we wish to exchange. Difficulties to communicate may result from physical limitations, such as damaged sense of hearing or speech problem, or from the brain inability to interpret sounds that the hearing system has collected from the environment and to recognize the words that were pronounced. The difficulty does not relate to understanding of foreign languages. The enumerator may explain it as a difficulty that prevents a person from understanding what the other person is saying or that there is a difficulty to start or maintain conversation (absentmindedness, lack of attention, confusion).

b) Degree of disability

The answer to this question shall be given for all marked answers to the question „Type of disability“.

A person gives the answer according the subjective feeling of how he/she experiences limitations in performing his/her daily activities and involvement in the social activities at the same level as with others.

Disabilities/limitations in body functions or structure, where it is possible to reduce or remove the difficulty with a certain rehabilitation process or use of certain medical devices are considered lower level of limitations.

Disabilities/limitations in body functions or structure, where the difficulties are still present despite of a certain rehabilitation process or use of certain medical devices, and limits person's performance of daily activities and involvement in life processes are considered major level of limitations.

Disabilities/limitations in body functions or structure which are permanent despite of certain process of rehabilitation or use of certain medical devices and which prevent a person from performing daily activities and involvement in life processes are considered serious full disability.

c) Cause of disability

As in the case of previous question, the answer to this question shall be given for all selected answers to the question „Type of disability“.

The answer „**Congenital injury**“ is related to damages of body functions or structure of a person

resulting from development disorders or anomalies (blindness, deafness, insufficient psychical development, bodily deformities).

The answer „**Injury during delivery**“ is related to an injury or defect resulted from a complicated and hard labor or complication of medical intervention during labor or immediately after it.

The answer „**illness**“ is related to a disorder of processes in the body or damage of individual organs or functions that resulted in permanent side effects.

The answer „**Injury at work**“ (occupational impairment/injury at work) is related to injuries of a person caused by direct mechanical, physical or chemical effect, and injuries resulted from sudden changes of body position, sudden burden for the body or other changes of the physiological condition of the body, if such a change is related to the performance of duties or tasks.

The answer „**Traffic accident**“ is related to damages of body functions or structure of a person caused by a traffic accident.

The answer „**Consequence of war**“ is related to damages in body functions or structure of a person caused by war or remaining explosive devices after the war.

The answer „**other**“ is related to all damages in bodily functions or structure of a person that were not mentioned above, the disability of a person as result of another accident (at home, during a walk, sport, etc.) or poisoning.

45. Does the person with mentioned limitations use the help of another person?

The answer to this question shall be given by marking one of the pre-printed answers.

Persons who, due to their psychological or physical impairments, use the help of other persons in meeting their daily needs should answer this question.

46. Who provided data

Depending on a fact whether data were provided by a person enumerated, legal entity or custodian, one of the pre-printed answers shall be marked.

Answer “Legal entity or custodian” may appear only on the Personal Questionnaires compiled for persons accommodated in the dormitories (old people’s homes, homes for children without parental care and home for disabled persons etc.), in the nursing homes for people suffering incurable diseases and similar institutions or for persons under custodian protection. The legal entity is considered an authorized person from an institution.

The custodianship is a form of the protection of young persons without parental care and adult persons not able to take care of themselves, to exercise their rights and interests or to fulfill their obligations.

If the whole household lives abroad, data for such a household cannot be provided by other person and/or such a household shall not be enumerated.

If an illiterate person is concerned, the enumerator shall write down in the field/space provided for signature “illiterate person”.

NOTE: WHEN THE ENUMERATOR COPMPLETES ENUMERATION ON THE PERSONAL QUESTIONNAIRE (P-1 FORM), THE ENUMERATOR SHALL GIVE IT TO THE PERSON WHO PROVIDED DATA TO CHECK THE DATA AND TO SIGN IT

8. FILLING IN THE PART “TO BE FILLED IN BY ENUMERATOR” ON THE QUESTIONNAIRE FOR HOUSEHOLD AND DWELLING UNIT (P2) AND PERSONAL QUESTIONNAIRE (P1)

Due to importance, the parts “To be filled by enumerator” on the P2 and P1 forms, the enumerator shall very carefully filled in at home after completion of the field fork for such a day.

8.1. How to fill in the part “to be filled by enumerator” on the Questionnaire for Household and Dwelling Unit”

Number of households in the dwelling unit

The most frequent case is when **one household** lives in one dwelling unit and accordingly the enumerator shall write 1.

If **two or more households** live in one dwelling unit, the enumerator shall write on the P-2 form, with filled in data on the dwelling unit, the actual number of households in the dwelling unit and on the other pertaining forms of the P-2 form he/she shall not write anything.

If a dwelling unit is used by persons **who do not have a place of usual residence** in the place of the Census (temporarily present persons) the enumerator shall leave these boxes empty.

If the dwelling unit is **temporarily uninhabited, empty, used only for business activity or it concerns the dwelling unit used for leisure and recreation**, the enumerator shall not write anything.

For other dwelling unit used by one household **at the same address**, the enumerator shall not write anything

For **collective households** the enumerator shall not write anything.

If one or more **private households** live in a collective living quarter, then the enumerator shall write “1” for each of such households on the pertaining P2 form in the field “number of households in the dwelling unit.

Number of persons in the dwelling unit

If one household lives in one dwelling unit, then the number of persons in the dwelling unit corresponds to a number of persons entered in the List of persons.

If two or more households live in one dwelling unit, the number of persons in the dwelling unit equals the sum of persons entered in the List of persons on both P-2 forms. In this case the enumerator shall write down this number only on the P-2 form containing data entered on the housing unit.

If a dwelling unit is temporarily uninhabited, empty or used only for business activity or if it concerns a dwelling unit used for leisure and recreation, the enumerator shall not write anything.

For other dwelling unit used by one household at the same address the enumerator shall not write anything.

For collective living quarters the enumerator shall write the total number of members of the private households (if any).

Number of members of collective households the enumerator shall write down.

If the temporarily present persons live in the collective living quarter, the enumerator shall write down the number of persons.

Number of household members

If one household lives in a dwelling unit, then a number of household members equals to a number of persons in such a household.

If two or more households live in a dwelling unit, the enumerator shall write down a number of household members for each household separately, on each P-2 form, that is a number of households in the dwelling unit shall correspond to filled in number of Questionnaires for Household and Dwelling Unit, and the enumerator shall write down a number of household members on P-2 form separately for each household.

If no household lives in the dwelling unit (ordinal number of a household is 000), the enumerator shall not fill in anything. Also, if a dwelling unit is used by persons who do not have a place of usual residence in the place of the Census (temporarily present persons), these boxes shall be left empty.

Nothing to be filled in for the collective living quarters.

If in the collective living quarter a private household lives in, the enumerator shall write down a number of household members.

Examples how to fill in the part “To be filled in by enumerator” on the Questionnaire for Household and Dwelling unit.

	Ordinal number of the		To be filled in by the municipal instructor		
	dwelling unit	household	Number of the households in the dwelling unit	Number of persons in the dwelling unit	Number of household members

1. EXAMPLE

One household with 4 persons was enumerated in one dwelling:

	001-899	001-899	1	4	4
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2. EXAMPLE

One dwelling unit used by two households; two P-2 forms were filled out, the first household has 3 members, the second is one-person household:

P-2 for household and dwelling	001-899	001-899	2	4	3
P-2 of the second household	same as the previous one	different than the previous one	Not filled in	Not filled in	1

3. EXAMPLE

One household with 5 members uses 2 dwellings at the same address:

P-2 for household and dwelling	001-899	001-899	1	5	5
P-2 for the second dwelling	001-899	000	Not filled in	Not filled in	Not filled in

4. EXAMPLE

Two temporarily present persons were enumerated and 0 households;

	001-899	000	Not filled in	2	Not filled in
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No persons enumerated in a dwelling (vacant dwelling), P-2 filled in only for dwelling unit

	001-899	000	Not filled in	Not filled in	Not filled in
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5. EXAMPLE

Homeless household; filled in P-2 form, data on household:

	001-899	001-899	1	Not filled in	1
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6. EXAMPLE

A household of three members enumerated in a collective (institutional) living quarter, it does not use its services (superintendent household)

	001-899	001-899	1	3	3
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7. EXAMPLE

One-person or multi-person household lives in a building of the collective living quarters and is a user of its services (single hotels, facilities for refugees and displaced persons), for example, the household has 4 members

	901-999	001-899	1	4	4
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8. EXAMPLE

Institutional household with 5 members lives in a „private“ dwelling

	001-899	901-999	Not filled in	5	Not filled in
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9. EXAMPLE

Institutional household lives in a collective living quarters; the form P-2 was filled out, the household has 70 members:

	901-999	901-999	Not filled in	70	Not filled in
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10. EXAMPLE

50 temporarily present persons were enumerated in a collective living quarters (students from BiH whose households live in another settlement in BiH)

	901-999	000	Not filled in	50	Not filled in
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11. EXAMPLE

20 students from abroad were enumerated in a collective living quarters

	901-999	901-999	Not filled in	20	Not filled in
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8.2. How to fill in the part “to be filled in by enumerator” on the Personal Questionnaire

In case of a collective household, on all pertaining Personal Questionnaires, the field “relationship to the head of household”, “family ordinal number” and “family member status, shall not be filled in.

In this case, the municipal/city instructor shall check whether the number of persons in a collective household, entered in the List of persons” corresponds to the number of the filled in Personal Questionnaires for such a collective household.

For example, in case of an old people’s home in which 357 person live, the enumerator, in the List of persons (P-2 form), in the first row, must write down “Old people’s home – 357 persons” and must have the same number of filled in Personal Questionnaires. In this case, in the last Personal Questionnaire, the ordinal number of a person in the identification data on the front page of the Personal Questionnaire (person identification number), must be 357.

Relation to the head of household

The code of the head of household shall be copied from the Column 7 in the „List of persons “.

Family ordinal number

The code of the family ordinal number shall be copied from the Column 8 in the „List of persons“.

Family member status

The code of the family member status shall be copied from the Column 9 in the „List of persons “.

9. SORTING OUT AND REVIEW OF THE COMPLETE CENSUS DOCUMENTS

After completed enumeration within the enumeration area assigned to an enumerator and/or after completed enumeration of all the households and all the persons, the enumerator shall sort out the Census documents in the following way:

1. All unused forms and forms with mistakes made (cancelled forms) but which, according to this Manual, cannot be corrected, the enumerator shall put at the bottom of the box for keeping and delivery/handing over the Census documents.
2. Then, the enumerator shall put all the P-2 forms with pertaining Personal Questionnaires (or without them, if P-2 does not have pertaining forms), sorted out following the order of the persons listed in the List of persons and such sorted out P2 forms shall put following the order the dwelling units and households were recorded in the Control Book, that is in

the “List of addresses and enumeration units and review of results by households” so to have on the top the dwelling units with ordinal number 001 and then 002 and so on.

3. Then, the enumerator shall put the Sketch map of the EA (sketch and content of the EA)
4. Finally, the enumerator shall put the Control Book on the already sorted out and ordered forms.

A number of all the forms (correctly filled in, unused forms and cancelled forms) must correspond to a number of taken over forms at the beginning of the enumeration.

The sorted out Census documents (packed in a box of the enumeration area), the enumerator shall hand over to his/her municipal/city instructor, who shall check the documents and together with the enumerator shall correct all the eventual omissions.

After the instructor checks the filled in forms and identifies that the enumerator has enumerated all the enumeration units, the enumerator shall on the front page of the Control Book write down data on a total number of filled in P-1 and P-2 forms, sign the Control Book and write the date of submission of the complete Census documents.

On the front page of the Control Book the instructor shall fill in data on the total number of the boxes for the enumeration area (with sorted out enumeration forms). If the enumeration area was allocated to two or three enumerators, on the front page of the Control Book marked as “Part I” the instructor shall write the total number of boxes for the entire enumeration area (the sum of all boxes he/she received from the enumerators for such an enumeration area) and shall sign it.

After the instructor checks the filled in enumeration forms and identifies that the enumerator covered all the enumeration units and that the file contains all the forms, the instructor shall sign the front page of the Control Book and so confirm the correctness of the enumeration forms.

10. ANNEX

10.1. Control Book (P-3 form)

10.2. Personal Questionnaire (P-1 form)

10.3. Questionnaire for Household and Dwelling Unit (P-2 form)

10.4. Auxiliary/supporting forms